Asmaa M. Soliman

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"This is a job I would love!"

Education

- **East Stroudsburg University–** College of Science August 2005 – December 2009
  East Stroudsburg, PA
    – *Computer Science*

Work Experience

- **Benchmark FM** January 2011 – November 30, 2016 (5 years 11 months)

  Facility Management Company based in Cairo, Egypt – subsidiary of one of the biggest and most prestigious construction companies in the Middle East, Hassan Allam Holding

  – *CMMS Administrator*
    – Worked with Computerized Maintenance Management System (CMMS) such as IBM Maximo, and ManagerPlus.
    – Responsible for Preventive Maintenance (PM) procedures, scheduling and CMMS reports. Plan and schedule corrective, preventive and predictive maintenance activities utilizing CMMS, while coordinating daily with maintenance supervision. Prepares monthly reports.
    – Created, designed, and programmed reports using SQL for all uses of the CMMS Software and as requested from clients.
    – Received all work requests (ticketing system) and checks them for completeness, accuracy, duplication, and proper approvals.
    – Maintains a library of information on the equipment in his or her area, utilizing the CMMS in addition to hard copy files.
    – Responsible for developing and training new CMMS Staff.

  – *Central Operations*
    – Spearheaded the company's IT and software department's and designed the **company's first website in WordPress.**
    – **Written and edited the website content, created back up files, designed webpage layouts, uploaded pictures and created survey.**
    – Created a new company **database using Microsoft Access and mySQL** for all employee information, inventories, assets, spare parts, tools, venders, and clients until the company was able to purchase a CMMS Software.
    – Installed a reliable server that contained the company's client assets.
    – Successfully calculated recourses needed for the new projects.
    – Drafted contracts for new clients and was in charge of pricing new project.
    – Implement Cost Estimations for FM projects Budgets.

- **Computer Science Internship with ABP Software**

  ABP Software, LLC – East Stroudsburg PA, 18301 USA
    – Incorporated the highest level possible encryption method into the NeedMyPassword websites algorithm, and built websites using WordPress, Joomla and Dreamweaver.

- **Work Study at East Stroudsburg University** 2005-2009 (4 years, Part-Time)

  Assistant Webmaster- East Stroudsburg University PA, 18301 USA
    – Helped edit the ESU website and worked with **HTML/CSS**.
    – Uploaded new contents and uploaded pictures and videos on the website.

  Network Support Technician - Residents Hall Networking, East Stroudsburg University
    – Help with computer troubleshooting and internet registration for students in the dorms, answer phones, and aid students and staff when experiencing trouble with computers/printers.
    – Networking knowledge of DNS, Firewalls, OSI , TCP/IP, and network protocols

Front Desk Clerk - Computing Department, East Stroudsburg University

– Answered phones, answered student's questions, made copies for secretary and professors, organized documents, and assisted professors with paper work.

SKILLS & COURSES

- Related Courses:
- Networking and Data Communication
- Risk Analysis
- Operating Systems
- Computer Programming

- Computer Organization
- Linear Data Structure
- Fundamental Security Engineering

- Non-linear Data Structure

- Assembler
- Programming language
- Issues-Practice CMP SC
- Applied Network Security
- Database/ Java / C++

- Languages learned:
- C++
- XML, HTML, CSS
- Assembler

- PHP
- SQL
- J#

- Visual Basics
- ASP.Net
- Javascript

- Software used:

- Joomla and WordPress
- Dreamweaver
- Manager Plus CMMS
- IBM Maximo CMMS
- Microsoft Excel, Word, Access, Power Point

- Microsoft Server software
- Microsoft SQL Server
- Wireshark
- Firewalls
- Telnet

- Fireworks
- Mathematica
- Visual Studio.net
- BlueJ

- Language Fluency: English and Arabic are both my native language.
- Publishing: Published my statistical report about Internet access in the U.S in ESU's Nous Publication; Undergraduate Research Journal.

- Professional References available upon request.