

Lubna Alkatim
Atlanta, GA
(470) 799-7470 lubnaalkatim@gmail.com
www.linkedin.com/in/lubna-alkatim

OBJECTIVE

I am looking for an opportunity to use my training and skills to grow the business and my future colleagues. I wish to contribute significantly to the organization and contribute to its success because of my efforts.

EDUCATION

Georgia State University, J. Mack Robinson College of Business, Atlanta, GA	December 2024
<i>Bachelor of Business Administration, Computer Information Systems – Data Analytics, Process Innovation</i>	
GPA: 3.9	

Tucker High School	May 2020
High School Diploma, with Honors	
GPA: 3.9	

Relevant Courses: Introduction to Programming, Database Management Systems, Systems Analysis

COURSE EXPERIENCE

<u>Introduction to Programming</u>	Fall 2022
<ul style="list-style-type: none">• Used Python programming language to conduct complex statistical calculations and manipulate and analyze data.• Used Python to check for errors across multiple files, convert files, remove duplicates in data, and execute simple math.	

<u>Database Management Systems</u>	Spring 2023
<ul style="list-style-type: none">• Used Oracle and SQL to interact with database management systems.• Designed appropriate database tables using functional dependencies.• Used relational algebra to express database queries.• Implemented database recovery algorithms and verified their accuracy.	

EXPERIENCE

<u>New Acquisitions, Sandy Springs, GA</u>	July 2021- January 2022
<u>Corporate Trainer</u>	
<ul style="list-style-type: none">• Trained approximately 15 new hires in sales and marketing.• Set up multiple networking calls and daily meetings for the sales team.• Experienced in confidential discussions regarding salary, benefits, and the company's organizational structure.• Uploaded and processed training documents for HR and entered new employees in ADP payroll system.	

LEADERSHIP ACTIVITIES

• National Honor Society	2016-2020
• Ethiopian-Eritrean Student Association	2022-Current
• Women In Technology	2022-Current

SKILLS

- Microsoft Office (proficient in Excel, Word, and PowerPoint)
- Tableau
- Python
- SQL

CERTIFICATES

- Excel Essential Training (Office 365/Microsoft 365)