Record of Work Experience

This form is evidence of your work experience. You can share it with potential employers and include it in your career portfolio.

Part 1	Personal Details	
Name: Dana El Sayegh	Mobile Number: 71582320	Email Address: danasayegh49@gmail.com
Part 2	**Workplace Details**	
Company Name: AUST	Company Address: Beirut- Ashrafieh	Company Type: (Sector) University
Contact Person Name: Dr. Nathalie Aouad Dr. Antoine Aouad	Position in Company: Computer Networks Instructor Database Systems Instructor	Contact Number: naouad@aust.edu.lb aaouad@aust.edu.lb
Supervisor Name: Ali Abdallah, Ph.D.	Position in Company: Chairperson, Dep. of Computer Science	Contact Number: alabdallah@aust.edu.lb
Date:	**Day**	**Number of Hours:**
1	Every Tuesday and Thursday	13 hours/week
2	Tuesday	2
3	Thursday	4
4		+7 hrs (assistant work)
5		
Activity and Tasks Completed	**New Knowledge and/or Skills Learned**	**Tools, Machinery, Equipment Used**
Assisted in lab sessions for Computer Networks	Teaching support, communication with students	Lab computers, Cisco Packet Tracer
Set up database labs and helped students troubleshoot	Improved SQL and troubleshooting skills	MySQL, Oracle tools
Helped with administrative tasks and student coordination	Office coordination and time management	Email, Microsoft Word, Excel
Scanned and compiled exams into PDFs	Document management and digital archiving	Scanner, Adobe Acrobat
Supervisor Comments		

Student's Name: Dana El Sayegh Signature:	Supervisor's Name: Ali Abdallah, Ph.D. Job Title: Chairperson, Dep. of Computer Science Signature: