

Jana Chaar

Ainab, Lebanon • +961-76907208 • janachaar13@gmail.com • in/jana-chaar

SUMMARY

Motivated Computer Science Graduate with a solid foundation in programming languages, algorithms, and data structure. Eager to apply my theoretical knowledge in a practical setting while gaining valuable hands-on experience. Possess a strong problem-solving ability, excellent analytical skills, and a passion for learning new technologies. Seeking a full-time entry job to leverage my technical expertise and problem-solving skills in a reputable company.

WORK EXPERIENCE

Information Technology Technician

Freelancer

August 2022 - Present, Ainab, Lebanon

- Provided technical support and troubleshooting for various IT issues
- Installed and configured software, hardware, and network components
- Conducted regular maintenance and updates for systems and equipment
- Collaborated with clients to understand their technology needs and provided solutions

Information Technology Support

Salam TV

December 2023 - May 2024, Istanbul, Turkey

- Installed, configured, and maintained computer systems, printers, and other IT equipment
- Troubleshoot and resolved connectivity issues, software glitches, and hardware malfunctions promptly to minimize downtime
- Assisted in the setup and maintenance of the network infrastructure, including routers, switches, and firewalls
- Conducted regular system updates and backups to ensure data security and integrity

Information Technology Broadcast Intern

Salam TV

November 2023 - December 2023, Istanbul, Turkey

- Performed daily maintenance and monitoring of RAID systems, switches, and servers
- Troubleshoot and resolved any technical issues related to broadcasting equipment
- Collaborated with IT team members to ensure seamless operation of broadcast systems
- Assisted with software updates and upgrades to optimize performance and functionality

Web Developer Intern

Codsoft

September 2023 - October 2023, Lebanon

- Developed, tested, and deployed web applications using HTML, CSS, and JavaScript
- Collaborated with cross-functional teams to enhance web application features
- Conducted comprehensive testing and debugging for high-quality code

Information Technology Intern

Dassouki Telecom

September 2022 - January 2023, Beqaa, Lebanon

- Resolved a diverse range of technical issues across multiple systems and applications
- Monitored systems in operation and swiftly troubleshoot errors
- Provided comprehensive support to the IT department and computer users across the company
- Collaborated with team members on IT projects and tasks to meet deadlines

SKILLS & QUALIFICATIONS

- **Soft Skills:** Problem Solving, Communication, Leadership, Time Management, Detail Oriented, Adaptability, Team Leader.
- **Hard Skills:** C++, Java, JavaScript, Html, Php, CSS, Bootstrap, Oracle, MySQL, Python, Figma, VS Code, Jupyter Notebook, Microsoft Power BI, Android Studio, Microsoft Azure, Word, Excel.
- **Languages:** Arabic (Native), English (Fluent)

EDUCATION

Bachelor of Science in Computer Science

American University of Science and Technology • Beirut, Lebanon • 2022

CERTIFICATIONS

- Career Essentials in Software Development • Microsoft • 2024
- Foundational C# Certification • Microsoft • 2023
- CCNA Switching, Routing, and Wireless Essentials • Cisco • 2021
- IT Essentials: PC Hardware and Software • Cisco • 2021
- CCNA Introduction to Networks • Cisco • 2021