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| Beirut, Lebanon  +961 70 357507  [mona.naamani@outlook.com](mailto:mona.naamani@outlook.com)  [linkedin.com/in/monanaamani](https://www.linkedin.com/in/monanaamani/)  [github.com/monanaamani](https://github.com/MonaNaamani) | **Mona Naamani** | Birth Date: 28 August 1995  Nationality: Lebanese  Marital Status: Single |

**EDUCATION**

**Haigazian University Sep. 2013 – Jun. 2017**

*Bachelor of Arts in Business Administration with Emphasis in Human Resources Management Beirut, Lebanon*

* Placed on the Dean’s List in Spring 2015.

**Collège Saint François Sep. 1998 – Jun. 2013**

*High School Diploma (Baccalauréat) - Section Life Sciences Beirut, Lebanon*

**WORK EXPERIENCE**

**StronaFirmy.pl Oct. 2023 – Present**

*Web Developer (Part time - Remote work) Szczecin, Poland*

* Design and develop responsive, user-friendly websites from concept to deployment.
* Write clean, efficient, and maintainable code using HTML, CSS, and JavaScript, while adhering to industry best practices and standards.
* Implement frontend frameworks and libraries such as Astro, create interactive user interfaces.
* Optimize website performance, usability, and accessibility across different devices and browsers.
* Conduct thorough testing and debugging to identify and resolve issues promptly.
* Stay updated on emerging technologies, trends, and best practices in web development.
* Collaborate effectively with the Chief Executive Officer to gather requirements, clarify specifications, and deliver successful solutions to clients.

**C. Catafago & Co. And Macromed SARL Oct. 2019 – May 2021**

*Human Resources Executive Beirut, Lebanon*

* Handled the Social Security and Ministry of Finance forms.
* Maintained complete employee digital and physical records.
* Prepared the monthly payroll and the annual human resources budget.
* Liaised with the medical insurance provider to register new staff and leavers.
* Conducted employee complaint investigations, disciplinary meetings, and terminations.
* Reviewed and updated regularly the job descriptions and the human resources policies and procedures.
* Ensured legal compliance by implementing the Lebanese labor law in accordance with the company lawyer.
* Handled the talent acquisition process, which included: identifying staffing needs and selection criteria, sourcing potential candidates, scheduling interviews, and overseeing the onboarding activities for the selected candidates.

**BLOM Bank Feb. 2018 – Apr. 2018**

*Internship in the Customer Service Department Beirut, Lebanon*

* Tended to the customers' banking needs while offering a personalized service.

**Makhzoumi Foundation (NGO) Feb. 2017**

*Volunteer Work Beirut, Lebanon*

* Supervised hiking events organized to reward young volunteers for their services.

**Gazzaoui Group Holding SAL Jul. 2016 – Aug. 2016**

*Internship in the Human Resources Department Beirut, Lebanon*

* Tasked with screening resumes, organizing them, and adding them to the database.

**PROJECTS** [*github.com/monanaamani*](https://github.com/MonaNaamani)

**GitHub**

*Explore my coding journey and personal projects on GitHub, showcasing my commitment to continuous learning and development in software engineering.*

* **Etch a Sketch:** The Etch A Sketch project is a web-based application developed as part of The Odin Project curriculum. Inspired by the classic mechanical drawing toy, this project showcases my HTML, CSS, and JavaScript skills.
* **Rock Paper Scissors:** The Rock Paper Scissors project is a web-based application developed as part of The Odin Project curriculum. This project showcases my skills in JavaScript, HTML, and CSS while offering a fun and interactive gaming experience.

**AMT Website**

*Contributed to the development of the AMT website, a platform for a Polish company specializing in selling building materials. The website can be viewed at* [*https://amtbt.eu/*](https://amtbt.eu/)

**CERTIFICATES**

**Certificate in Responsive Web Design Sep. 2023**

*Issued by FreeCodeCamp*

* Completed a comprehensive Responsive Web Design certification from FreeCodeCamp, an acclaimed non-profit organization that provides top-notch coding education. The program covered modern web development techniques, including HTML, CSS, and Flexbox, equipping me with the skills needed to create visually appealing and user-friendly responsive websites.

**SKILLS**

* In-depth knowledge of HTML, CSS, and JavaScript for creating engaging user interfaces.
* Skilled in utilizing the Astro framework for building modern, performant websites.
* Proficient in using development tools such as Git and IDEs like Visual Studio Code.
* Proficient in Word, Excel, Outlook, and PowerPoint for effective communication and documentation.
* Fluent in Arabic (native language), proficient in English (IELTS Academic band 8.0), and have a good knowledge of French.
* Social media handling (LinkedIn).