**Hadi Ghazi** - Web Developer

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**PROFILE**

Web Developer with some projects using html, css and JavaScript languages. No experience in the job market, but looking for an internship or a position as a junior web developer.

**Projects**

ADMINISTRATIVE ASSISTANT

***Redford & Sons, Boston, MA / September 2016 - Present***

* Schedule and coordinate meetings, appointments, and travel arrangements for supervisors and managers
* Trained 2 administrative assistants during a period of company expansion to ensure attention to detail and adherence to company policy

SECRETARY

***Bright Spot LTD, Boston, MA / June 2013 – August 2016***

* Type documents such as correspondence, drafts, memos, and emails, and prepared 3 reports weekly for management
* Opened, sorted, and distributed incoming messages and correspondence

**SKILLS**

* HTML
* CSS
* C Language
* C++ Language
* Python Language
* Command Line
* Linux & shell script basics
* Time Management
* Self Learning

**EDUCATION**

**Bachelors Degree / Computer Science**

Lebanese University , Nabatiyeh 2021 - 2024

**High School DEGREE / Life Science**

Bint Jbeil High School, Bint Jbeil 2018 – 2021

**Languages**

* Arabic (mother language)
* English (B2 Level)

**Hobbies**

* Watching movies / TV shows
* Reading
* Body building