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Summary

I'm a meticulous Data Entry Specialist with a knack for managing extensive datasets both quickly and accurately. Over the past three years, I've honed my ability to handle sensitive information with the highest level of confidentiality. I'm proficient in various data management tools like Microsoft Excel and specialized database applications, and I'm passionate about finding new ways to enhance efficiency and accuracy in my work. My approach is personable and collaborative—I love working with teams but am equally comfortable tackling projects on my own.

As I pivot towards a career in web development, I bring the same passion for precision to crafting user-friendly websites. I'm currently immersing myself in front-end technologies such as HTML, CSS, JavaScript, and Python, with a keen interest in integrating my background in marketing and SEO to elevate web experiences. My skills in SQL, data analysis, and Excel continue to support my analytical approach to web development. I'm excited about this new journey, eager to tackle challenges, learn daily, and connect with others who are passionate about tech and innovation.

Experience

Customs Clearance & Data Entry Specialist

4 Ways Compass

2018 - 2020 (2 years)

- Efficiently managed data entry tasks using Microsoft Excel for the company's operations.
- Composed detailed and accurate descriptions for imported items in collaboration with other companies, ensuring comprehensive product information.
- Collaborated with customs authorities to ensure all necessary paperwork was completed accurately and efficiently, facilitating the smooth entry of imported products into the country.

Education



University of the People

Bachelor's degree, Computer Science

Jan 2022 - Present



Lebanese International University

Associate's degree, Accounting and Business/Management

Jan 2018 - Present

Licenses & Certifications




The Fundamentals of Digital Marketing - Google Digital Garage

PPV 7GN UZB

 **Getting Started with Microsoft Excel** - LinkedIn

 **Google Analytics 4 (GA4) Essential Training (2021)** - LinkedIn

 **The EF Standard English Test (EF SET) powered by EF Education First Language Schools for Professionals.** - EF Standard English Test (EF SET)
vCCwQP

 **Responsive Web Design** - freeCodeCamp

 **120-hour TEFL/TESOL course** - World TESOL Academy
WTA22248164

 **Introduction to MS Excel** - Simplilearn
4048344

 **Google Data Analytics Specialization** - Google
72LG6LC5BE8A

 **Excel Skills for Business: Essentials** - Coursera
HJYZG7HV8H5N

 **Learn HTML Course** - Codecademy
6519A6AB2D

Skills

Microsoft Excel • HTML5 • Cascading Style Sheets (CSS) • JavaScript • Python (Programming Language) • SQL • Microsoft Word • GitHub