

Tamara Allam

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Education

Lebanese University

Beirut, Lebanon; Oct 23 - Present

Bachelor's of Business Administration in Management Information Systems Current GPA: 3.3/4.0

Experience

Writer & Author

Jan 2019 – Present

Independent

- Published two books; with one selected through Qumra's Competition for publication.

Secretary, Writing Club

Dec 2023 – Present

Phoenicia University

Sarafand, Lebanon

- Managed club communications, and organized monthly events and workshops.

Project Assistance

Dec 2023 – Present

Freelancer

- Supported the research development and academic writing of 10+ students, and high-quality project submissions.

Private Tutor

Oct 2023 – Present

- Designed customized learning plans and achieved high improvement rates among students.

Certifications and Ongoing Training

Project Management Skills

Feb, 2025 – April, 2025

Nammi Skills

- Focused on project coordination, leadership, and critical thinking.

HR Communication in Today's Fluid Workplace

March, 2025 - April, 2025

Nammi Skills

- Developed adaptive communication skills essential for research collaboration and teamwork.

Marketing Internship

Dec, 2024 - June, 2025

Amel NGO

- Training in market analysis, data-driven strategies, and research-based decision-making.

Foundation of Computer Science Bootcamp

May, 2025 - July, 2025

SE Factory

- Enhancing problem-solving, data-analysis, and technical research skills in computer science.

Teaching Arabic to Non-Native Speakers

Sep, 2022 – Oct, 2022

IABC Center

- Training in methods for teaching, and focusing on effective communication and cultural sensitivity.

Skills

Technical Skills: Programming (Python, C, C#), Algorithms, Microsoft Office (Word, PowerPoint, Excel), Canva.

Soft Skills: Communication, leadership, teamwork, project and time management, emotional intelligence, negotiation.

Languages: Arabic (native), English (fluent), French (elementary).

Interests: Reading, creative writing, Cybersecurity, Journalling, Chess, Articles.