Leen Ghalayini

Personal information

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SUMMARY

My objective is to leverage my knowledge and adaptability to collaborate within a dynamic team, contributing towards cutting-edge solutions and fostering continual growth in a challenging and evolving technological landscape.

WORK EXPERIENCE

Producer and Administrative Assistant

Interactive Life

05/2021 - 06/2021 Spears

Company Description

- Assist in Administrative routines and implementation of the events.
  Attend meetings upon request to take down minutes.
  Preparing rehearsals for the speakers participating at the events.
  Receive, distribute and organize the application, profiles, and bios of the speakers and moderators.

EDUCATION

Computer Science

Lebanese International University

2020 - 2024

SKILLS

- Technical Skills: Programming Languages (Java, PHP), Database (MYSQL), Web Development (html, css)
- Soft Skills: Communication and teamwork
- Mobile Application (Flutter)

Languages

- Arabic
- English

All spoken, read and written fluently.