

Mirella Gerges Sarkis

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EDUCATION

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| BS in Computer Science Arab Open University Antelias, Lebanon | 2021 - 2024 |
| Lebanese Baccalaureate II - Life Science Lycée Officiel des Filles Jdeideh, Lebanon | 2018 - 2019 |

WORK EXPERIENCE

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| Sergeant in the Lebanese Army - Administrative Office Beyrouth, Lebanon | 2018 – Present |
| <ul style="list-style-type: none">• Optimized office operations, records, and documentation procedures.• Selected to lead and train new recruits as well as manage a team of soldiers.• Supervised the arrangement and upkeep of over 200 military officers' files.• Established effective information monitoring and updating systems and managed the processing of officer army promotions, transfers, and separations. | |
| Promoter Iprom, Adonîs, Lebanon | 2016 – 2018 |
| <ul style="list-style-type: none">• Promoted products for Jim Beam, Vileda, Maxims, Darina, Zee Cola and more.• Provided product samples and informational brochures for people to buy products.• Prepared presentation contents to target specific audiences. | |

VOLUNTEERING ACTIVITIES

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| Lebanese Red Cross | 2017 – 2018 |
| Caritas Lebanon | 2015 – 2017 |
| Youth for United world member | 2015 – 2017 |
| St. John the Baptist – Baouchriyeh | 2007 - 2014 |

SKILLS

Technical Skills: Python, Java, C++, HTML, CSS, JavaScript, React, Node.js, SQL, NoSQL, Visual Studio, Data Structures & Algorithms (Proficient in DSA concepts like arrays, graphs, and dynamic programming), Linux basics, shell scripting.

Soft Skills: Flexibility, Adaptability, Critical thinking, Time Management, Problem-Solving, Communication Skills, Attention to Detail, Creativity, Organization Skills, Teamwork.

Languages: Arabic (Native), English (Competent), and French (Competent).