

Elias Fayad

Bachelor's Degree in Computer Science

I am looking for a motivating job opportunity where I can put my knowledge into work.

I am confident that, given the chance, I will prove myself to be a useful asset to your esteemed company.

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- Phone: +961 76 016 527
- Nationality: Lebanese
- Address: Baabda
- Date of Birth: 15/10/2002

Education:

- **Bachelor's degree in computer science**

Arab Open University | September 2021 – June 2024

Independently developed the front-end of a website using HTML, CSS, and JavaScript. Designed and implemented a responsive, user-friendly interface, focusing on layout, navigation, and user experience. Improved understanding of web design principles and front-end development best practices while managing the entire front-end process from concept to deployment.

I know how to write in the following programming languages: Python, Java, C++, C#, HTML, CSS, JavaScript and SQL.

I also learned how to be a software engineer.

Work Experience:

- **IT Technician | Hôpital du Sacré-Coeur | January 2025 – present**

As the sole on-site IT Technician for the hospital, I serve as the first point of contact for IT-related issues, ensuring smooth daily operations. While a dedicated IT consulting company handles major tasks, I oversee their work, coordinate support requests, and assist staff with troubleshooting hardware, software, and network concerns.

In addition to front-line support, I manage the server room environment and am responsible for the hospital's daily data backups, maintaining data integrity. I also oversee and implement various IT-related projects, ensuring they align with hospital needs and compliance standards.

With a background in the admissions office, I bring a deep understanding of cross-departmental workflows, enabling me to play a key role in our system transition project. I assist with the implementation of our new hospital information system and am positioned to become a super user due to my hands-on involvement and

comprehensive knowledge of internal processes. Additionally, I serve as a PACS GE super user, supporting imaging systems and helping clinical staff operate efficiently.

My role demands vigilance, strong communication skills, and the ability to prioritize and escalate issues to maintain optimal performance in a high-stakes healthcare environment.

- **Admission | Hôpital du Sacré-Coeur | June 2023 – January 2025**

Welcome people and take the needed information while simplifying the process for them and then working with their insurances to get the approvals via emails/calls. I learned how to: price operations, check contracts, check insurance approvals and discharge patients. Experienced in working in a professional office environment, managing tasks, and communicating effectively in a corporate setting.

- **IT Intern | Operators | March 2023**

A one-month part-time internship. Worked closely with the Head of the IT Department on various administrative and technical tasks. Gained exposure to daily IT operations, including system monitoring, troubleshooting minor issues. Developed an understanding of project coordination, time management, and problem-solving within a corporate environment.

- **Inventory Specialist - Cashier | le charcutier | February 2021 – January 2023**

I worked as cashier till June 2022 then I was given the opportunity to become an inventory specialist where I was responsible for data entry and the count of the items from specific brands in all the branches of le charcutier in Lebanon.

Volunteer:

I volunteered for three years to be responsible for a group of children in my free time. (فرسان / طلائع)

Languages:

Arabic : Native/Bilingual Proficiency

English : Full Professional Proficiency

French: Professional working proficiency