





## PERSONAL INFORMATION

### Leona Altarbouch

 Damascus, Syria  
 +963 944 990 803     +963 930 527 327  
 [Leonatarbouch16@gmail.com](mailto:Leonatarbouch16@gmail.com)

Gender Female | Nationality Syrian

## WORK EXPERIENCE

1 Sep 2016 to present

### Teacher Assistant

Yarmouk Private University, Damascus, Syria

- Delivered practical instruction for courses including Computer Networks I & II, System and Information Security, and Computer Skills.
- Guided students through lab sessions, evaluated assignments and exams, and supported fieldwork.
- Supervised graduate projects, fostering skill development and applied learning.

1 Sep 2021 to present

### Freelance Content Writer

Mostaql, Collaborated with multiple companies in the UAE.

- Crafted original and engaging content for digital platforms, including website pages, blog posts, and articles focused on product descriptions and technology-related topics.

1 Sep 2010 to present

### Teacher Assistant

Computer Science Institute, Damascus, Syria.

- Delivered practical instruction for courses, including Introduction to Networking, Introduction to Databases, and Introduction to Programming.
- Supported students in lab sessions, evaluated homework, tests, and fieldwork, and guided technical concepts.
- Supervised graduate projects for secondary institute students, promoting hands-on learning and academic excellence.

1 June 2022 to present

### Scratch Trainer

Collaborated with multiple non-profit organizations in Damascus, Syria.

- Teach Scratch programming to students aged 6 to 14 in summer clubs organized by multiple institutions.
- Develop engaging, age-appropriate lesson plans to introduce coding concepts, foster creativity, and enhance problem-solving skills in a fun, interactive environment.

1 June 2010 to 31 August  
2010

### Software Development Intern

Bank of Syria and Overseas. Damascus, Syria.

- Completed a summer internship focusing on database systems and contributed to developing and enhancing the bank's internal software systems.

## EDUCATION AND TRAINING

01 January 2023 to present

### Master's in Computer Science

Syrian Virtual University, Damascus, Syria  
Specialization: Systems, Networking, and Operation Systems Engineering

15 Sep 2004 to 23 July 2009

### Bachelor's in Computer Science

Damascus University, Damascus, Syria  
Specialization: Systems, Networking, and Operation Systems Engineering

#### PERSONAL SKILLS

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Mother tongue(s) Arabic

Other language(s)

	UNDERSTANDING		SPEAKING		WRITING
	Listening	Reading	Spoken interaction	Spoken production	
English	C1	C1	B2	B2	C1
Spanish	A1	A1	A1	A1	A1

**Communication skills** Strong communication skills developed through over 10 years of teaching experience.

**Computer skills**

- Programming Languages: Java, C++, Pascal, C, Python
- Database: SQL
- Web Development: PHP
- IDEs: NetBeans, Microsoft Visual Studio, Eclipse.
- Operation Systems: Windows, Linux
- Microsoft Office Suite, including Word, Excel, and PowerPoint, with expertise in creating professional doc.

**Certifications**

- **Teach English - Foundational Principles**  
Arizona State University, Coursera, December, 2024
- **Write Professional Emails in English- Foundational Principles**  
Georgia Institute of Technology, Coursera, December, 2024
- **Speak English Professionally: In Person, Online & On the Phone - A course in Business Communication, Communication, and writing**  
Georgia Institute of Technology, Coursera, December, 2024
- **Build Your Professional ePortfolio in English - A Course in Professional Development and Writing.**  
Georgia Institute of Technology, Coursera, December, 2024