

Sharbel Semaan

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EDUCATION: TEMPLE UNIVERSITY, Fox School of Business, Philadelphia, PA
Bachelor of Business Administration, Graduation: May 2021 Major: Management Information Systems | Minor: N/A
Overall GPA: 3.5, Major GPA: 3.3 | Dean's List: Spring 2018

Management Information System Courses Completed:

- Information Systems in Organizations
- Data Analytics
- Data-Centric Application Development
- Digital Solutions Studio
- Enterprise IT Architecture
- Lead Global Digital Projects

ACTIVITIES AND AWARDS:

- Member, Association for Management Information Systems, 2018 – present

INFORMATION TECHNOLOGY SKILLS:

- Project Management
 - Microsoft Project, Microsoft Office, Jira Atlassian , Wiki Confluence, Symantec Reporter.
- Programming Skills
 - HTML5, CSS, JavaScript (Intermediate Level)
- Data Analytics Skills:
 - SQL, Tableau Prep, R(Intermediate Level)

EXPERIENCE:

- **Comcast Technology and Product Organization, Moorestown NJ** **APR 19 - Current**
 - **Full time- Technical Program Manager**
 - Managed the technology refresh of VPN firewalls for 776 Comcast customers. Coordinated and reported to upper management the upgrades, shipment, and migration of outdated Juniper and Netscreen devices to Fortinet devices. Through smooth communication between our team, and the customer, we were able to ensure 100% success rate with 0 downtime on the customer's side.
 - Created and managed our teams Wiki with Confluence. Allowing for engineers to share their information with one another, track progress on their projects, and allow for upper management to easily gain access to project status and information.
 - Created and reported Symantec Proxy reports via the Symantec Reporter. Allowing me to flag any employee or customer engaging in any illegal online activity as well as recommend changes, such as sites to block, to engineers to implement to ensure the cybersecurity of Comcast and our customers.
- **U.S. Naval Ocean Processing Facility, Oak Harbor WA** **AUG 2013 – 2017**
 - **Full time- Sonar Technician Second Class/ Tactical Coordinator**
 - Planned/Managed/Reported high profile missions which led to the detection, tracking and reporting of on time critical acoustic cueing for over 75 threat Submarines to the SURTASS Mission Commander and Theater Commanders for over 1000 hours of intel gathering.