



MIGUEL A. KHOURY

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SUMMARY

Ambitious, hardworking Database Developer and Analyst seeking a challenging role in an international organization to leverage my expertise in data analysis, database development, and statistical research. Proven communication and leadership through roles as Workshop Leader. Bilingual in English and Arabic with a commitment contributing to team success and advancing my professional growth.

PROFESSIONAL EXPERIENCE

Information International sarl, LB | Database Developer and Analyst *Sept 2002 - Present*

- Led the development of proposals and designed questionnaires for household, individual, and corporate surveys
- Transforming paper-based surveys into electronic formats for data collection using digital tablets.
- Providing training to enumerators and surveyors on study characteristics and the operation of programs on digital tablets.
- Lower data entry costs and save time.
- Conducted data collection and processing, ensuring high-quality standards using statistical tools such as SPSS, Microsoft Access, SQL, ODK, and Excel
- Developed and maintained database applications using Microsoft Access and SQL, and created questionnaire forms for Android tablets and web platforms
- Delivered analytical reports, insights, and recommendations to both internal and external stakeholders
- Managed various internal systems, including a library catalog, article archive, fieldwork directory, and telephone directory

Beirut Baptist School, LB | Mathematics instructor *Sept 1996 - Sept 2003*

- Taught elementary mathematics with an emphasis on building a strong understanding of foundational concepts

InfoPro Management sarl, LB | Data Analyst *May 1999 - Sept 2002*

- Developed and managed databases using Microsoft Access and SQL, overseeing data processing and analysis operations
- Acted as Network Administrator for Windows NT 4.0 systems, responsible for network setup, troubleshooting, and ongoing maintenance

Middle East Info Search sarl, LB | Database Developer *Feb 1997 - May 1999*

- Designed databases using Microsoft Access and SQL, optimizing data management, analysis, and reporting processes
- Led data collection and processing teams, ensuring data accuracy and strict adherence to project timelines

FREELANCER

German Society for International Cooperation (GIZ), LB | Consultant

- Converted project templates (e.g., school assessment form, KPIs) into a Microsoft Access database
- Skills: Microsoft Access and Excel

Paragon Business Improvement sarl, LB | Consultant

Paragon was engaged by RUSD Investment Bank for a national market viability and financial feasibility study over a \$350 million real estate, leisure, retail and hospitality project on Le Marina Joseph Khoury in Dbayeh, Lebanon.

- Survey of vacant residential and commercial apartments
- Analyze the demand for apartment types and the preferred sizes
- Prepared detailed financial projections across various scenarios

Norwegian Refugee Council (NCR), LB | Consultant

Palestine schools (UNRWA):

- Data analysis to assess the academic progress of students in UNRWA schools

Catholic Relief Foundation , LB | Consultant

Design a database for the questionnaire

SKILLS:

- **Technical Skills:** Data compilation, Data entry, Data analysis, and technical writing
- **Computer Skills:** Microsoft Office (Microsoft Access, VbA syntax, Excel, power Query), SQL, Visual Basic, SPSS, ArcGIS, CSPro, ODK, Kobo, google sheets google forms and google sites
- **Soft Skills:** Communication, critical thinking, team building, and time management
- **Languages: English (Fluent), Arabic (Native)**

EDUCATION

Master's Degree | Mathematics and Statistics
Lebanese University, Faculty of Science II

Aug 1990 – Jun 1995

CERTIFICATIONS & ACTIVITIES

- **Certificates:** New Horizons Computer Training Center, SQL Server Administration and Programming
- **Activities:** Local Civil Society Organization (1995), Green Lebanon Association