

# Seema Lauren Halabi

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## WORK EXPERIENCE

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### Triangle Consulting

*Junior Research Analyst*

*Mar 2015 – Oct 2018*

- Conducted qualitative research such as key informant interviews, focus groups and desk reviews
- Assisted directors, team leaders and analysis team in research analysis and writing reports
- Maintained project files, tracking and related documentation against project work plans
- Aggregated data for economic development in the MENA region

### International Model United Nations Organization- BEYMUN

*Executive of Finance and Fundraising*

*Apr 2017 – Jul 2018*

- Formulated annual funding proposals and strategies
- Established a strategy for fundraising events
- Monitored, budgeted and reported financial performance
- Acquired 16 sponsors for an international conference
- Directed 3 teams on sponsorship and logistical operations

### Dar Al Handasah

*Research and Development Intern*

*Jun 2017 – Jul 2017*

- Formulated Environmental Impact Assessment research and reports
- Assisted in the development of project proposals and project management plans
- Amassed research on environmental risks, prevention methods and policies
- Performed Fieldwork for The Greater Beirut Water Supply project

### American University of Beirut

*Assistant Finance Coordinator for Student Activities*

*Sep 2016 – Jun 2017*

- Managed and harmonized all financials
- Issued transactions through Oracle E-business suite
- Formalized financial statements, reference sheets and datasets
- Assist with organizing events and round table discussions

### AIIESEC Organization of Vietnam

*Project Coordinator*

*Dec 2014 – Jan 2015*

- Developed, designed and implemented a youth empowerment strategy

## EDUCATION

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### The American University of Beirut

Bachelor of Science in Environmental Health and Safety / *GPA: 3.08/4.00*

*Jun 2018*

- Minor in Business Administration and Public Health

## MEMBERSHIPS, ACHIEVEMENTS, AND AWARDS

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- International Cultural and Environment Organization Award for Youth Empowerment (2018)
- National Lebanese Rugby Union Team and AUB Rugby League Varsity Team (2017-2018)
- Director of a theatrical production of 23 cast and crew members (2016)
- Vice President of the regional conference organizing committee for AIIESEC Organization (2014-2016)

## ADDITIONAL SKILLS

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**Skills:** Proficient in Microsoft Office Suite, Statistical Package for the Social Sciences (SPSS), Scientific Reports, Financial Statements and Proposals, Survey Methods, Intermediate VBA, Basic SQL

## RELEVANT COURSES

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Financial Accounting, Business Finance, Computer and Programming for Sciences, Microeconomics Theory, Operations Management, Management and Organizational Behavior