

Sara Halwani

Beirut, Lebanon

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OBJECTIVE

A passionate, dynamic, ambitious and committed candidate seeking her next challenge

EDUCATION

Durham University – A World Top 100 University, Durham, United Kingdom (2018 – current)

First Year **DBA Doctorate of Business Administration (Global) Candidate** (Part-time) Durham University Business School.

American University of Beirut (AUB) Beirut, Lebanon, (February 2016 to December 2017)

Masters in Energy Studies Maroun Semaan Faculty of Engineering and Architecture (MSFEA) CGPA: 85/100

American University of Beirut (AUB) Beirut, Lebanon (September 2011 to June 2014)

Bachelor in Business Administration, with Emphasis on Management, Olayan School of Business (OSB)

WORK EXPERIENCE

American University of Beirut (AUB), Maroun Semaan Faculty of Engineering and Architecture (MSFEA) Career Development, Career Counselor, Beirut, Lebanon (March 2015 to Present)

- Liaising with international employers, professional organizations and international universities to establish connections with the Career Development Center
- Researching methods to strengthen the collaboration between the Center and the companies/universities in order to create better opportunities for MSFEA students and alumni
- Establishing networking channels for students to seek guidance and advice
- Coordinating on-campus employment presentations and interviews through organizing Corporate Visibility Days

AUB Career Services – Committee member representing MSFEA

- Designing effective tools and strategies to support launching the new career services portal
- Promoting marketing strategies to target employers and organizations
- Organized Resume and Cover letter writing Workshop for **USAID** students

The International Association for the Exchange of Students for Technical Experience (IAESTE), Exchange Coordinator and Mandated Delegate, Berlin, Germany (January 2017) and Seoul, South Korea (January 2016)

- Raised local job/internship offers for foreign and MSFEA students
- Exchanged international offers with more than twenty countries
- Represented IAESTE Lebanon in regional meetings, conference sessions and panel discussions with board members

Issam Fares Institute - Research assistant Beirut, Lebanon (August to September 2014)

- Carried out student surveys and interviews to assess Lebanon's climate change and water shortage and Identified optimal solutions for water saving technologies

Lebanese Petroleum Administration (LPA), Intern in the Finance and Economics dep. Beirut, Lebanon (June to July 2013)

- Utilized LPA working model and production agreement
- Analyzed financial and economical publications and the offshore petroleum law

EXTRACURRICULAR-ACTIVITIES

Academy Magazine - Project Coordinator, Beirut, Lebanon (January 2014 to April 2014)

Participated in Academic Media Projects and surveyed 100 AUB students on campus

Balsamat, Volunteer Event organizer, Beirut, Lebanon (July 2012 to August 2012)

Planned seating for 250 guests during annual event and handled guests donations

American University of Beirut, Student representative, Beirut, Lebanon (September 2011 to February 2012)

Assisted students with academic concerns and advocated for a cafeteria for the department

Toufoula, Volunteer, Beirut, Lebanon (July 2008 to August 2008)

Worked as a sales person in annual charity event and assisted customers with their needs

PROFESSIONAL ACCOMPLISHMENTS

IDEAS Conference - Raised 1,000\$ for Conference Fund

MSFEA Student Alumni Conference 2016-2017 – Raised 1,500\$ for Conference Fund

Freedom Child Project - Participated in fundraising event to help Syrian refugees.

House of Brands (@houseofbrands_) - Created and developed an Instagram account with more than 14K followers where preowned branded items are advertised for sale and designed marketing plans and communication tools to increase sales

SUMMARY SKILLS

COMPUTER SKILLS: MS Word, Excel, PowerPoint, Capstone simulation program.

LANGUAGES: Fluent in English, Arabic and French (writing, reading and speaking).

SOFT SKILLS: Entrepreneurship, Time Management, Problem Solving, Trustworthiness & Ethics, Team Building & Development, Forward Thinking, Coordination & Collaboration, People Management and Creativity

TECHNICAL SKILLS: Surveying, Procurement.

REFERENCES Available upon request