

SARAH SALEM

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PERSONAL DATA

Date of birth : October 16 , 1997
Nationality : Lebanese / Canadian
Marital status : Single

SUMMARY

A realistic individual with a positive and assertive attitude towards advancement, willing to learn and accumulate hands on experience for future accomplishments.

EXPERIENCE

Temporary Job

July 2018-Present

Lycée Franco-Libanais Verdun – Mission Laïque Française
Accounting Division
Beirut, Lebanon

- Controlling invoices in terms of value and list them according to their respective accounts.
- Verifying operating expenses that are transferred to the official P&L of the school's division.

Internship

July 2018-August 2018

Chamber of Commerce Industry and Agriculture
Beirut, Lebanon

- Participated in a research on the Lebanese economic indicators, money and banking, public finance and foreign trade.
- Conducted a study on the Lebanese infrastructure to answer the International Labor Organization about the readiness of the economy for evolvement.
- Contributed to the analysis of the Printing Industry and its impact on GDP.

VOLUNTEER WORK

Red Cross Emergency Medical Services

September 2018-Present

- Attending the Red Cross headquarter on a weekly basis for a 12 hour shift.
- Participating in ambulance emergencies and missions.

Red Cross Youth

2016-2017

- Raising money for the Red Cross organization.
- Promoting awareness about multiple medical issues.
- Organizing blood drives at the American University of Beirut.

EDUCATION

Bachelor of Art in Economics with a Minor in Psychology

American University of Beirut (AUB)

2015-Present

High school Diploma (French Baccalaureate)

Lycée Franco-Libanais Verdun - Mission Laïque Française

2014-2015

CERTIFICATES

First Responder Certificate

- Trained by the Lebanese Red Cross to be first on the scene of an emergency.

September 2018

First Aid Certificate

- Certified by the Lebanese Red Cross.

July 2018

Body Pump Instructor Certificate

- Certified to give light weight fitness classes following a LesMills program.

October 2017

COMPUTER SKILLS

Microsoft Word, Microsoft Excel, Microsoft PowerPoint

LANGUAGES

Arabic, English and French: spoken and written proficiently