

# Sarah Zahnan

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## Education

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**Lebanese American University - Beirut, Lebanon** Oct 2011 - Jun 2014

- Bachelor of Science in Business Management
- Cumulative GPA: 3.27 (Honors)
- Dean's Distinction List: Spring 2014
- Dean's Honors List: Spring 2011, Fall 2012, Spring 2013, Fall 2013

**Lebanese American University - Beirut, Lebanon** Oct 2010 - Jun 2011

- Freshman

**International School of Choueifat - Choueifat, Lebanon** Sept 2007 - Jun 2010

- International Program

## Experience

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**Lebanese American University - Beirut, Lebanon** Sept 2013 - Feb 2014

**Position:** Orientation Guide

**Department:** Dean of Student Services

**Duties Held:** Assisted in guiding new students for Fall 2013 and Spring 2014 - Held tours around campus

**Lebanese American University - Beirut, Lebanon** Apr 2013 - Jul 2013

**Position:** Administrative Assistant

**Department:** Marketing and Communications

**Duties Held:** Kept all records on databases up-to-date - Assisted in maintaining the office filing and archiving system - Answered and directed incoming phone calls

## Skills

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**Computer Literacy:** Microsoft (Word, Excel, PowerPoint) - Adobe InDesign - SPSS

**Languages:** Arabic - English

## Extracurricular Activities

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Red Cross Club - GA member at LAU Oct 2013 - Sept 2016

Event Organization Club at LAU Oct 2013 - Jun 2014

Public Speaking & Decision Making Workshop - Aie Club at LAU May 2013

## Volunteer Work

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OCEAN at LAU April 2014

Business Competition in HR and Strategic Planning at LAU May 2013