

Rita Maroun

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OBJECTIVE

Seeking a full time job where I can use my skills and knowledge to serve the company and help my coworkers be successful.

EDUCATION

From 09/18 till present	École Supérieure des Affaires (ESA Business School) Masters in International Management (MIM) Expected date of Graduation: June 2020	Beirut, Lebanon
From 08/14 to 05/17	American University of Beirut Bachelor in Economics, June 2017	Beirut, Lebanon
From 08/00 to 06/14	Collège Notre Dame de Jamhour French Baccalaureate: Life Sciences, 2014 Lebanese Baccalaureate: Life Sciences, 2014	Jamhour, Lebanon

EXPERIENCE

From 08/17 to 09/18	BEMO Bank Position held: Anti-Money laundering / Combating Financing Terrorism (Compliance) <ul style="list-style-type: none">Monitored daily branches activities' reportsExamined high risk files to track suspicious transactionsPerformed blacklist screening on new account openings	Beirut, Lebanon
From 07/17 to 08/17	Banque du Liban Position held: Intern <ul style="list-style-type: none">Attended conferences related to rules, decisions and policies of the Central bank of Lebanon: combatting money laundering, US Dollar peg and monetary policies	Beirut, Lebanon
From 08/16 to 09/16	Rymco SAL Position held: Intern <ul style="list-style-type: none">Assisted the internal auditor in checking two of their branches and writing the reportsAdministered quality tasks and customer care services	Beirut, Lebanon
From 06/16 to 08/16	Allianz SNA Position held: Intern <ul style="list-style-type: none">Corrected errors occurring between hospitals' programs and Allianz's programPrinted insurance cards	Hazmieh, Lebanon
From 08/15 to 09/15	Fransabank SAL Position Held: Intern <ul style="list-style-type: none">Entered checks to personal accountsApplied and paid for loansSent swifts to international banks and transferred money to different accounts	Beirut, Lebanon
From 07/13 to 09/13	Kompass, Lebanon Position held: Intern <ul style="list-style-type: none">Collected information related to different firmsEntered all the necessary changes to Kompass' private program.	Beirut, Lebanon

PROJECTS ACCOMPLISHED

- Travaux Pratiques Encadrés (TPE),**
Worked in a team for a research on migraine headache for 5 months, prepared a model showing the different reactions of the body and presented it in front of international jury.
- Social project**
Organized an event with a group of 15 people, in order to raise money and awareness regarding the important social issue, drinking and driving. I was the head of the communication branch. My job was to fend some sponsors to support our issue.
- Comité d'Activités Sociales (CAS)**
Volunteered in organizing many events and summer camps for hundreds of unprivileged people, or people with special needs in collaboration with a big group of volunteers, where I recognized the importance of group work.
- Guides du Liban**
Learned responsibility, decision making, patience, money management and engagement.

SUMMARY SKILLS

COMPUTER SKILLS: MS Word, Excel, PowerPoint, Access, Outlook, Internet use

LANGUAGES: Fluent in English, Arabic and French, Intermediate in Chinese (Level 3)

SOFT SKILLS: Leadership, Communication, Team-Building, Organizational, Management

INTERESTS AND HOBBIES

- Sports: Ballet, Jazz, Hip hop, Salsa, Merengue, skiing, swimming, fishing
- Artistic: Photography, Piano