

KIM KABALANE

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EDUCATION

American University of Beirut (AUB)

December 2019

Bachelor in Business Administration (BBA): Concentration in Management

Dean's Honor List - Beta Gamma Sigma member

WORK EXPERIENCE

Mindsets Project, Beirut, Lebanon

October - November 2018

Team Leader

- Worked with Mindsets to provide a full consulting project for an upcoming middle scale development in Beirut
- Partnered with 4 people and allocated the tasks between them

Phoenicia Intercontinental Beirut, Beirut, Lebanon

July - August 2018

Internship

- Mastered the Opera System, the tool used by the Hotel for all operations and booked 13 meetings and events in addition to entering rooms, wedding menus and critical note
- Handled the giveaways "Chocolate in a Jar" theme for loyal clients
- Assisted members of the Sale and Events Department
- Met with the wedding planners and resolved their issues
- Participated in menu testing with clients and addressed their complaints and needs
- Computed the budget for each segment within the department for the following three months

Cortbaoui & Kanaan, Beirut, Lebanon

July - August 2017

Legal Internship

- Enhanced my critical reading skills by going through complex documents related to due-diligences and the incorporation of a money market fund in addition to agreements drafted for Lebanese banks
- Participated in phone call meetings with said partners to provide legal information for the law firm's clients
- Developed my legal research skills (e.g. where and how to find the proper court precedents and legal doctrine)
- Studied legal books related to corporate law, like those related to the administration of the joint-stock company

Cabinet d'avocat Faddoul, Beirut, Lebanon

May - June 2013

Legal Internship

- Experienced the system of trial by attending civil and criminal court hearings
- Participated in meetings with clients seeking counsel from the law firm
- Learned about corporate law and the legal vocabulary used to draft agreements

EXTRA-CURRICULAR ACTIVITIES

FoodBlessed, Beirut, Lebanon

May 2018 - Present

Member

- Collaborated with a team of 12 to 20 volunteers to help serve and clean for around 100 to 200 refugees from Syria
- Co-organized with the Life Center Church in Bourj Hammoud to offer food to people in need

AUB Outdoors, Beirut, Lebanon

March - May 2016

Team Member

The Outdoor event is the biggest university event in Lebanon (it includes foods, games, fashion shows, and other performances)

- Cooperated with 30 members to create event decoration, stands and setup

CERTIFICATES

- **Fullbridge U Program Certification** (2 months career preparedness course focused on effective communication, teamwork, design thinking, and critical work management skills)
- **Kaplan International English** (6 months English Program in Cambridge, United Kingdom)

SKILLS AND INTERESTS

- **Languages:** Native French, Fluent English, Beginner Arabic and Spanish
- **Software Skills:** Advanced level of Microsoft Office Applications: Word, Excel and PowerPoint
- **Soft Skills:** Excellent communication, reading, writing and research skills; diplomatic, leader, adaptable and creative