

# Dina Debs

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## EDUCATION

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<b>Saint Joseph University</b>	Beirut, Lebanon
<b>Master of History – Major International Relations</b>	Sep 2013 – Feb 2016
<b>Saint Joseph University</b>	Beirut, Lebanon
<b>Bachelor of History – Major International Relations</b>	Sep 2010 – Jul 2013
<b>Daughters of Charity School</b>	Beirut, Lebanon
<b>Lebanese Baccalaureate, Socio – Economic</b>	Sep 1995 – Jul 2010

## EXPERIENCE

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<b>Central Gym</b>	Beirut, Lebanon
<b>Accounting Administrative Assistant (Part-Time)</b>	Feb 2016 – Present
<ul style="list-style-type: none"><li>• Review financial statements to ensure accuracy</li><li>• Assist members with general questions and maintain their files</li></ul>	
<b>Carnegie Middle East Center</b>	Beirut, Lebanon
<b>Intern – Communications Department</b>	Sep 2014 – Mar 2015
<ul style="list-style-type: none"><li>• Managed public and private events – prepared events' budgets, drafted events invitations and briefing materials...</li><li>• Cooperated with regional service providers to organize the logistics details</li><li>• Assisted the Translations department with different documents translations</li><li>• Took minutes of meetings and redacted post-event reports</li><li>• Contributed to the expanding of the media and diplomatic contact databases</li></ul>	
<b>Ministry of Industry</b>	Beirut, Lebanon
<b>Intern – Rotation in all ministry departments</b>	Jun 2012 – Jul 2012
<ul style="list-style-type: none"><li>• Formulated formal letters and drafted conventions</li><li>• Inspected different factories and worked on industrial reports</li></ul>	
<b>Central Gym</b>	Beirut, Lebanon
<b>Administrative Assistant (Part-Time)</b>	Jun 2011 – Jun 2014
<ul style="list-style-type: none"><li>• Assisted members with general questions and maintained their files</li></ul>	
<b>Allegria</b>	Beirut, Lebanon
<b>Dance Monitor</b>	Jul 2009 – Aug 2009
<ul style="list-style-type: none"><li>• Coached and mentored more than 100 students</li></ul>	

## SKILLS

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- **Languages:** *English, French, Arabic* : Fluent (Written and Spoken)  
*Italian, Russian*: Level 1
  - **Operating Systems and Tools:** *MS Office* (including Word, Power Point, Html, Excel, Access).

## CERTIFICATIONS & AFFILIATION

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|---|---------------------|
| ✓ Introduction to Protocol – Workshop<br>Women Leaders Council of Lebanon   | Nov 2018            |
| ✓ Management Courses : - Strategic leadership and management<br>- Project management<br>Coursera.org  | Jul 2016 – Sep 2016 |
| ✓ <b>Cofounder</b> of Women’s Rights Club, Saint Joseph University  | Feb 2014 – Feb 2016 |
| ✓ Research and Policy – Writing Workshop<br>Carnegie Middle East Center   | Sep 2014            |
| ✓ Elected <b>Vice President</b> of the Students Representative<br>Committee of the Faculty of Letters and Human Sciences in Saint<br>Joseph University<br><i>Led, prepared and organized conferences &amp; events</i> | Nov 2013 – Nov 2014 |
| ✓ "Migrants Déplacés et Réfugiés" Seminar certificate<br>USJ/AUF/UNESCO   | Mar 2014            |
| ✓ "Mexico destination specialist" certification<br>Beirut Academy for Travel Sciences   | Sep 2013 – Oct 2013 |
| ✓ Volunteer at St Vincent de Paul Society<br><i>Helped vulnerable people</i>  | 2007 – 2010         |