

Joanne Abboud

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Other Nationality: United States of America

EDUCATION

American university of Beirut

Expected graduation: 2019

Bachelors in Business administration, with a concentration in Information and Decision Systems

GPA: 3.46

Relevant courses: Supply chain management, Operations Management, Optimization and Simulation, Project Management, System Development and Database Design.

Sagesse High School

International Baccalaureate

WORK EXPERIENCE

MoodFit

December 2018 – Present

An online interior design platform

Operations Intern

- Redesigned and optimized the purchasing process using more than 5 process flow diagrams, and wrote up to 3 standardized operating procedures
- Created more than 8 excel sheets, analyzed the suppliers to refine the supplier list, and defined the scoring criteria for new suppliers
- Followed the lean process of experimentation in 2 studies performed and presented

Holdal – Abou Adal Group

June 2018 – July 2018

Distribution, Logistics and Manufacturing Group

Marketing Intern

- Assisted the FMCG Brand Manager in daily tasks, including market research, price monitoring, data analysis, promotion plans, market data collection, brand development, and brand development presentations.
- Compiled market research for more than 6 brands, and worked on more than 5 excel data analysis work sheets, including a price change proposal.

Forever Living products distributorship

January 2018 – January 2019

American cosmetics and skin care brand

Assistant Supervisor

- Formed a social media online platform on which customers can view products marketed and order products they are interested in while insuring company specification and requirements are met.
- Procured products ordered from a curated customer base by working with the local warehouse

PROFESSIONAL CERTIFICATES

FullBridge Program: aims to introduce students to career skills and business fundamentals through authentic workplace scenarios and team-based activities

Thomson Reuters Eikon: Certification

ADDITIONAL SKILLS

Language Proficiency

Fluent in English, Arabic, and French

Intermediate Spanish

Software Proficiency

Microsoft Office (word, PowerPoint, excel, access), VBA, SQL, @Risk, Visio, Outlook, Dropbox, Google Drive, Eikon by Thompson Reuter, Social media platforms (Instagram, Facebook, Twitter), and Microsoft project.

Hobbies and interests

- Enjoys working with prototyping and design thinking on finding new ways of solving problems and innovating current products.
 - Guide du Liban assistant group leader, assisted in the growth and startup of the group from 2013 till the present, including guideline and standards assignment.
 - Further, consults and advises group members and ensures their proper training.
 - Enjoys Travelling and experiencing new cultures, has visited at least 10 different countries around the world.
 - Adapts to new environments and meeting people from different cultural background from Erasmus exchange program.
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