

ALIA NAJJAR

Dual Nationality: Lebanese/Dutch

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OBJECTIVE

Seeking a job in a well-reputed company that will offer me great opportunities to start off my career and enhance my professional background in the sales and marketing field.

EDUCATION

Sept 2016 – Present	American University of Beirut Bachelors in Business Administration Current GPA: 84 - 1st year - Dean's Honor List Student	Lebanon
Sept 2001 – Jun 2016	International College Lebanese Baccalaureate in Economics/Sociology	Lebanon

WORK EXPERIENCE

June 2018 – August 2018	Intern at Curly Brackets SARL (provides digital solutions to web development, mobile apps, and social media platforms)	Lebanon
	<ul style="list-style-type: none">➤ Created 3 social media plans for brands in Lebanon.➤ Maintained 3 social media platforms and increased their numbers of followers by at least a 1,000 in 2 months.➤ Created and scheduled 5 posts a day using Photoshop and Business Manager on Facebook.	
June 2017 – July 2017	Intern at M&C Saatchi	Lebanon
	<ul style="list-style-type: none">➤ Wrote 3 rapid and job briefs a day to be sent to the creative team for development.➤ Got exposed to daily work in the client services team.➤ Interacted and communicated with employees and clients to rush deadlines.	
Jan 2017 –Feb 2017	Intern at Banque du Liban (BDL)	Lebanon
	<ul style="list-style-type: none">➤ Attended lectures with managers in several departments➤ Acquired knowledge on how budgets are assigned and time deposits are issued.➤ Studied price listings, analysis of the economy, and forecasting rates and sales.	

VOLUNTEER EXPERIENCE

Sept 2014 – Sep 2016	Volunteer at Ajialouna Association (supports underprivileged individuals and improves their standards of living)	Lebanon
	<ul style="list-style-type: none">➤ Delivered 200 hours of community service.➤ Assisted refugees and orphans all over Lebanon in collaboration with respected associations.	
Sept 2007 – Aug 2010	Volunteer at Beirut 4 Lebanese Scouts Association	Lebanon
	<ul style="list-style-type: none">➤ Managed groups of children in activities.➤ Maintained a leadership role during my practice.	

PROJECTS ACCOMPLISHED

May 2018	Sponsor Hunting for the AUB Outdoors Event AUB
Mar 2017	Blessing Foundation – Women Empowerment Conference
Jan 2017	Quest– Experience Unilever Day and Stage 3 of the Country Talent Championship
Jan 2017	Sponsor Hunting for the BeyMUN Event AUB

MEMBERSHIPS & AWARDS

Aug 2017	CISV Seminar Camp – dissected the pillar of human rights with citizens around the world. – Londrina, Brazil
June 2016	Athletic Excellence Award- International College
June 2016	Female Athlete of the Year Award- International College
June 2016	Most Valuable Player- International College
July 2015	UCLA Training Camp with completion of Advertising, Public Speaking, and Debate courses- - LA, California
Sept 2014	Member, Lebanon National Basketball Team
June 2014	Most Improved Player- International College
July 2014	Leadership Training Camp Village Camps Switzerland

SUMMARY SKILLS

COMPUTER SKILLS: Proficient in MS Excel, MS Office, MS PowerPoint, Photoshop, Technology (Mac and Windows) friendly.

LANGUAGES: Fluent in English and Arabic; Skilled French (received DELF Diplome D'Etudes en Langue Francaise levels B1 and A2 certificates, International College 2010-2012)

HOBBIES: Basketball