

Dilana Jamal Khazem

Beirut, Lebanon

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Personal Statement

An English-Literature graduate from the Lebanese American University (LAU). My eventual career goal is to assume responsibility for the vacancies that your company offers and actively contribute to the overall success of any business I work for. Strong ability to improve existing processes through action-oriented approaches. Capable of undertaking day-to-day responsibilities in a multiple focused environment.

Education

Lebanese American University

BA in English Literature
(2015, 2018)

Rawdah High School (RHS)

Degree in SE
(2013, 2015)

Lebanese Preparatory School (LPS)

(2001, 2013)

Key Skills gained:

- Advanced writing skills.
- Accomplished communication skills, both written and verbal, developed through numerous essays and presentations.
- Proficiency in all areas of changes in the English language.

Work Experience

- **Marketing for an online clothing store (@ruruofficial_)** **June 2018- present**
 - helped promote the brand
 - participated in exhibitions
- **Private tutoring of foreign students** **September 2018- present**
- **Intern at RC International Beirut, Lebanon** **June 2018-August 2018**
 - worked as a copywriter on the company's brochures and billboards.

Hobbies & Interests

- **Outdoor and fitness activities** such as biking and exercising daily
- **Charcoal drawing**

Leadership Activities & Skills

- **Languages:** *Arabic (native), English (fluent).*
- **Computer skills:** *Microsoft Office and HTML*
- Keen interest in writing and Social Work.
- Organized and participated in several successful exhibitions and culinary events on campus.
- Participated in the annual Literature day to promote reading.

Volunteer Work

- Medrar Foundation
Meeting refugees and orphans, enhancing the skills they have by a workshop done by the organization.