

# STEPHANIE N. BAZZI

Dana Building, Safarat Street  
Bir Hassan, Beirut, Lebanon  
[Stephanie.bazzi@lau.edu](mailto:Stephanie.bazzi@lau.edu)  
+961 71 203 860

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## PROFILE SUMMARY

I am a Business Management graduate from the Lebanese American University combining studies with working and other commitments. In achieving this, I have shown myself to be self-motivated, committed and determined in achieving my goals. I have also demonstrated organizing and problem solving abilities, a firm sense of responsibility and a capacity to work hard under pressure. I possess strong verbal and written communication skills and I am able to relate to a wide range of people. Moreover, I have been able to accumulate a strong skillset and real world knowledge throughout the years, which will help me excel in future endeavours.

## LANGUAGES & SKILLS

**English:** Native Fluency

**Arabic:** Native Fluency

- Communication skills
- Well-developed management and problem solving skills
- Highly responsible, dedicated, and organized
- Adaptable to company cultures
- Ability to efficiently work in teams
- General background in all business divisions

## EDUCATION

September 2014 – June 2017

**Lebanese American University (LAU)**, Beirut, Lebanon

*BS in Business Studies: Management*

- Relevant Classes: Financial Accounting, Managerial Accounting, Business Law and Ethics, Managerial Statistics, Micro Economics, Macro Economics, Introduction to Management, Inform. Technology Management, Introduction to Marketing, Managerial Finance, Organizational Behaviour, Human Resources Management, Entrepreneurship & Small Business Management, Managerial Economics, Family Business Management, Senior Studies – Strategic Planning & Pol. Formulation, Project Management.
- **CGPA: 3.26 - MGPA: 3.40** – Honour Student in LAU's Honour Society

## WORK EXPERIENCE

July 2017

December 2018

**Food and Drug Corporation (FDC) Lebanon**  
**Supply Chain Assistant**

- Developed, over the course of 1-year, interpersonal skills linked to negotiations with suppliers concerning freight charges related to imported products such as Deli, Pomi, Ulker, Rio Mare, Bolton Manitoba, Canbebe, Canderel and many more
- Performed and took control of daily tasks revolving around importing several FMCG and Pharma products from different places around the world to Lebanon
- Controlled shipments (Documents, clearance, port and demurrage) pre and post arrival to Beirut's port
- Handled all invoices related to all the shipments imported
- Controlled shipments over online programs such as Oracle and OM (Operational Management)
- Tracking all the shipments with their full history, assisted by BCTC (Beirut Container Terminal Consortium)

- Responsible for all Medical devices shipments of CardioDiagnostics, from and to several places across the world
- Coordinating with our distributed suppliers in order to arrange for all the shipments and acquire all the documents and legal papers needed
- Handling the full process of the shipments pre and post arrival to their destination, including all the airport clearance processes associated
- Leading all Business Logistics support and Admin activities in the company including, but not limited to; all the paperwork for shipments, all paperwork for payments and to the bank, managing utilities, etc..
- Managing all Admin activities related to personnel, including, but not limited to; scheduling interview, managing the database of all candidates and employees, managing CVs, creating feedback reports and a tracking system, etc.
- Maintaining human resources records by recording new hires, transfers, terminations, changes in job classifications, merit increases; tracking vacations and sick leaves
- Leading and implementing all Admin activities related to the development and maintenance of internal/external relationships and communities of CardioDiagnostics
- Conducting research, compiling data and preparing documents and presentations for managerial use

## EXTRA CURRICULAR

### ***LAU strategic Planning Senior Project – CAPSIM***

- Launched and managed the product life cycle across all managerial roles along with a team of 5 students in the Strategic Planning Capsim Simulation, scoring in the top 10% of all teams across the world for that year

### ***Beirut Baptist School “Injaz” Virtual Company Competition***

- Took part in introducing a product while piloting the Marketing team, and competing with local schools around Lebanon
- Conducted necessary research ranging from studying the competition, choosing and understanding the ideal target market
- Worked on creating a unique value proposition
- Defined the marketing strategy and worked on the implementation of relative tactics
- Presented the work and findings to superiors

September 2014 – December 2016

### ***LAU Debate Club***, Beirut, Lebanon

- Received and researched topics – making myself aware of both sides
- Practiced argumentative and public speaking skills
- Demonstrated teamwork abilities by supporting other team members' ideas during debates

September 2014 – December 2016

### ***LAU International Affairs Club***, Beirut, Lebanon

- Participated in intellectual and scholarly activities tackling issues, such as: cultural diversity, political regimes, and economic policies
- Took part in various conferences, activities, and discussions revolving around contemporary events
- Introduced to the strategies and skills of debate including public speaking, negotiating and lobbying