

# Heba Hammad

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## **OBJECTIVE:**

I am interested in obtaining a job in the domain of administration, which will utilize my skills, develop my strength and help me reach my maximum potential.

## **CAREER:**

<b>07/19 – 08/19</b>	<b>BANK DE LIBAN</b> Intern	Zahle, Lebanon
<b>01/17 – 12/18</b>	<b>Center Hani</b> Store Manager and customer service (full time)	Beqaa, Lebanon

## **EDUCATION:**

<b>09/16 – 05/19</b>	<b>Lebanese University- 6<sup>th</sup> branch</b> Bachelor of Business Management	Beqaa, Lebanon
<b>09/13 – 07/16</b>	<b>Haramoun Official High School</b> Lebanese Baccalaureate: Official in 2016	Rashaya, Lebanon

## **PROJECTS:**

- **Tutoring:**
  - Private tutor for grade 5-9 students (2017-present).

## **EXPERIENCES AND AWARDS:**

- **Lebanese Red Cross Youth Department, Rashaya Center**
  - Cabinet Member: Treasurer.
  - Project Manager: -Rashaya Peace Festival
    - Yearly Financial campaign
    - Hiking project
- Member at “Together We Change”, a voluntary group of youth in Rashaya District (2016-present).
- Member in the General Committee at “Aqaba Cultural Social Sports Club” (2016-2017).
- Member of the student council in the Lebanese university – 6<sup>th</sup> branch (2018).

## **SUMMARY SKILLS:**

**COMPUTER SKILLS:** MS Office.

## **MANAGEMENT SKILLS:**

- Strategic Planning
- SWOT Analysis
- Total Quality Management (TQM)
- Customer Relationship Management (CRM)
- Entrepreneurship

**LANGUAGES:** Native Arabic, Fluent in English, basic French.

## **SOFT SKILLS:**

- Leadership, Problem Solving, Team Building and Conflict-Resolution: Participated in several workshops with Black Horse Academy, INJAZ Organization and Lebanese Red Cross.
- Organizational, Management, and Communication: Participated in several workshops and in organizing several activities held by different university clubs.
- Advocacy, Debating and Public Speaking: Participated in advocacy skills workshops and represented Lebanese Red Cross in public occasions.
- First Aid

## **INTERESTS AND HOBBIES:**

- Sports: Hiking, Table Tennis, GYM.
- Artistic: Reading.