




PERSONAL INFORMATION

Alaa Safwan

 Tehwitat El – Ghadir, Beirut, Lebanon

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Sex Female | Date of birth 25/04/1992 | Nationality Lebanese

PERSONAL STATEMENT

I am a motivated person who has an inclination and experience in entrepreneurship, innovation, management, public relations and public motivational speaking gained from work, events, workshops and university, and strives to achieve continual career development and to leave positive impacts in the place I exist in.

WORK EXPERIENCE

08/2018–Present

National Association for Science & Research (NASR)
 Lebanese University Campus, Hadath, Beirut, Lebanon
www.nasr.org.lb

Public Relations

- Lebanese Delegation Companion
 - Helped in encouraging and motivating the Lebanese delegation while participating in Science Fairs abroad
 - Represented (NASR) successfully to businessmen, investors, inventors and organizing committees abroad
 - Built connections with NASR and foreign companies
 - Introduced all Lebanese delegation members to contestants and guests attending science fairs to building connections and exchanging knowledge and experience
- NASR Representative
 - Attended events about innovation, creativity, technology and entrepreneurship all over Lebanon
 - Built rapport with many companies, NGOs, businessmen and individuals
 - Accomplished collaboration with NASR and other companies
 - Conducted several meetings with businessmen and inventors
- Public Motivational Speaker
 - Provided motivational Speeches for business students at Lebanese University

Programs Officer

- Science Fair (Mobarat ElOloom 2019) Coordinator
- Abroad Science Fairs Coordinator
- Patents Coordinator

07/2018 **Intern**

Central Bank of Lebanon, Hamra, Lebanon

06/2018 **Intern**

FrancaBank, Choueifat, Baabda, Lebanon

- Operated several transactions – Deposit/Withdrawal
- Brought new clients to the bank

04/2013–12/2017 **Floor Manager**

Al Amir Super Market, Tehwitat El – Ghadir, Beirut, Lebanon

- Provided many Customer- Relationship strategies
- Applied many Employee- Retention strategies

02/2013 **Intern**

Audi Bank, Mreijeh, Beirut, Lebanon

EDUCATION AND TRAINING

2019 - Present **Masters in Business Management (in progress)**

Lebanese University Faculty of Economics and Business Administration, Beirut (Lebanon)

2018 **Bachelors Degree in Business Management**

Lebanese University Faculty of Economics and Business Administration, Beirut (Lebanon)

PERSONAL SKILLS

Mother tongue(s) Arabic

Foreign language(s)

	UNDERSTANDING		SPEAKING		WRITING
	Listening	Reading	Spoken interaction	Spoken production	
English	C1	C1	C1	C1	C1

Levels: A1 and A2: Basic user - B1 and B2: Independent user - C1 and C2: Proficient user
Common European Framework of Reference for Languages

Communication skills

- Very good communication and presentation skills gained through my experience in public relations and as the company representative in many events locally and internationally.
- Very good mentoring and training skills gained through my experience as a public motivational speaker
- Very good consultancy skills

Organisational / managerial skills

- Leadership

Job-related skills

- Mentoring skills

Digital skills

SELF-ASSESSMENT				
Information processing	Communication	Content creation	Safety	Problem-solving
Proficient user	Proficient user	Proficient user	Proficient user	Proficient user

Digital skills - Self-assessment grid

- Very good in Microsoft Office programs
 - Word
 - Excel
 - PowerPoint
- Very good in Mail Chimp
 - Creating Campaigns
 - Developing Newsletters

ADDITIONAL INFORMATION

Certifications

- Leader Team Maker Certificate - "Association of Portuguese Inventors Innovators and Creative People", "Association of European Inventors" and "Republica Portuguesa"
- Internship Certificate - Central Bank of Lebanon
- Internship Certificate - FrancaBank
- Internship Certificate - Audi Bank
- Certificate of Participation - She's Entrepreneur Event
- Certificate of Excellence - Bachelor's Level, Faculty of Economics & Business Administration, Lebanese University

Honours and awards

- Special Award for Contribution to Innovation IIFME 2019

