

Liana El Khabbaz

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I am a young and energetic **writer** and **editor**. I am very easy to work with in groups and efficiently as an individual. I'm a **quick learner**, able to pick up any skill with no difficulty, and find the most beneficial solutions for issues on the working ground.

Education

American University of Beirut (AUB) 2016 – 2019

BA in English Literature

University College Dublin (UCD) Fall 2018

Occasional Arts and Humanities

Brummana High School (BHS) 2016

Lebanese Baccalaureate in Sociology and Economics

Experience

Journalism Internship Aug 2019 – Present

The Daily Star – Part Time

Writing newspaper agendas, breaking news articles, and more.

Proposal Writing Internship May 2019 – Present

SPHERE Building Tomorrow – Part Time

Drafted and edited project proposals, blogposts, and NGO achievements.

Assistant Bookkeeper 2018

GF KHABBAZ&co – Full Time (1 month)

Drafted invoices and receipts and aided the manager with product statistics.

Sales and Outsourcing Internship 2017 (3 weeks)

GF KHABBAZ&co

A trip to Germany and the Far East to practice business transactions.

Skills

Computer Skills

Microsoft Office (Word, Powerpoint, etc)

Celtx

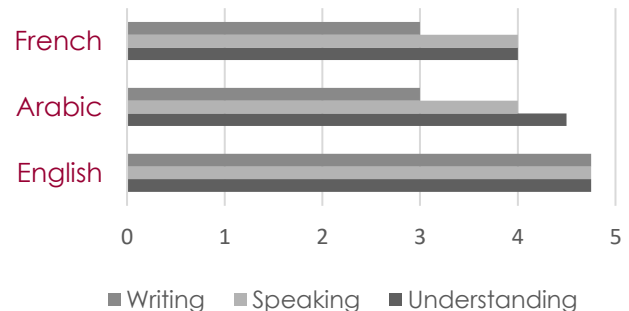
Newspress

Soft Skills

Writing and Editing

Public Speaking

Organization and Communication



Extra-Curricular Activities

Staff Writer at campus newspaper "Outlook" (AUB 2019)

Member of the English Student Society (AUB 2017 - 2019)

Manager of student paper "Speakout" (BHS 2015 - 2016)

Member of Arab and International Student Societies (UCD 2018).