

YASMINE AYOUB

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Ain el Remeneh, Beirut, Lebanon.

Date of Birth: 12th of October, 1998

EDUCATION

[Business Administration] | [American University of Beirut]

[2016] – [2019]

Emphasis in Marketing, Cumulative GPA: 80; Minor in Creative Writing.

[French Baccalaureate] | [Carmel Saint Joseph]

[2001] – [2016]

Scientific French Baccalaureate, Biology concentration.

EXPERIENCE

[Freelance Editor] | [Abou Nasr & Associates]

[JUNE 2019] – PRESENT

Research of policies and procedures, operational forms. Editing of different team restructuring documents such as appraisals and work cycles.

[Executive Assistant] | [Routes for Development and Consultancy]

[AUGUST 2016] – [FEBRUARY 2018]

Answering phone calls, supporting customers, preparing documents, organizing files, entering data, organizing meetings.

[Waitress] | [Bricks Inc.]

[JULY 2018] – [AUGUST 2018]

Serving customers, organizing inventory, building brand awareness through great customer service.

INTERNSHIPS

[Communications Office] | [American University of Beirut]

[JUNE 2018]

Creative article writing for the official AUB website, social media content creation, covering events and transcription.

[Administration Office] | [American Educational Institute]

[DECEMBER 2017]

Recognized by manager for ability to learn easily from first hand experiences and good intercommunication versatility.

SKILLS

- Writing.
- Research.
- Social Media content creation.
- Microsoft Office (Word, Excel, PowerPoint, Outlook, Access.)
- Web Surfing.

COMPETENCIES

- Organization, dependability and accountability.
- Dynamic and flexible.
- Time management, effective decision making and multitasking.

ACTIVITIES

- Proficient in English, Basic level French and Arabic.
- Volunteering in: LADE, Helem.
- Extracurricular: AUB Outdoors (member of the entertainment team), The AUB Music Club (member at large), CSJ- Interact Club (Treasurer and Director), The AUB Secular Club.
- Training Certificates: LADE Democracy Workshop, RYLA, Think About It.
- Interests: writing, reading, photography, acting.