

# CELINE NOUR EL RAYES

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## EDUCATION | AMERICAN UNIVERSITY OF BEIRUT

**09/17 – Present**

BACHELOR OF ARTS, ECONOMICS

Expected Date of Graduation: June 2020

Cumulative GPA: **85.36/100**

Honor List: Fall 2018 and Spring 2019

## COLLEGE PROTESTANT FRANCAIS DE BEYROUTH

**09/02 – 07/17**

FRENCH BACCALAUREATE

Obtained a Baccalaureate in Science with distinction

Graduated with distinction: *primus inter pares*

## EXPERIENCE | RESEARCH ASSISTANT AT THE CAREER HUB OF THE AMERICAN UNIVERSITY OF BEIRUT

**07/18 – Present**

- Participating in the organization of different events
- Issuing invoices and receipts
- Measuring KPIs and presenting the data
- Organizing and filing documentation
- Reviewing and editing documents
- Posting new job opportunities
- Sorting through documents sent by students
- Communicating with different stakeholders
- Responding to companies' calls and requests in a timely manner

## EXTRACURRICULAR ACTIVITIES | MEMBER OF THE RED CROSS YOUTH CLUB AT THE AMERICAN UNIVERSITY OF BEIRUT

10/2018-06/2019

- Participated in multiple events conducted by the club such as: clothes donation, money campaign, and yearbook photos. In addition, ensured safety in the Beirut Marathon and assisted a visually impaired professor
- Assisted the club as a member of the Logistics Subcommittee
- Completed a total of 42 hours of volunteering services

## MEMBER OF THE EVERGREENS CLUB AT THE AMERICAN UNIVERSITY OF BEIRUT

10/2018-06/2019

- Assisted in the planning, organizing and advertising of "Dog Day"

## SKILLS & ABILITIES | LANGUAGES | Arabic (native), Spanish (fluent), French (fluent), and English (fluent)

**ICT** | Microsoft Office Suite, Basic C++, Basic HTML & CSS

**SOFT SKILLS** | Teamwork, Communication, Customer Service, Problem Solving, Organizational Skills, Easily Adaptable, Attention to Details