

# MAYA HATOUM

---

Beirut, Lebanon

+961 3 710801

[mbh15@mail.aub.edu](mailto:mbh15@mail.aub.edu) | [mayabhatoum@gmail.com](mailto:mayabhatoum@gmail.com)

## OBJECTIVE

Seeking a part-time job/internship opportunity in a progressive multinational company with room for growth, advancement, and challenge;

## EDUCATION

2015 – Present

American University of Beirut

Beirut, Lebanon

### *Bachelor of Engineering (BE) in Industrial Engineering*

Expected Date of Graduation: June 2020

GPA: 3.2 – Enrolled on the Dean's Honor List for several semesters

#### *Work/Study Program:*

- Research assistant at the Career & Placement Services Office – assisted students in developing their resumes/cover letters, cooperated with firm representatives concerning job opportunities for students, and prepared for the Fall Special Employment Day of 2017.
- Administrative assistant at the Executive Education Office – revised lectures for the Executive MBA program and developed a benchmarking project for the program.

2013 – 2015

Rawdah High School

Beirut, Lebanon

Lebanese Baccalaureate – Life Sciences Program: Official in 2015

Very Good Standing

## PROFESSIONAL ACHIEVEMENTS

July – August 2019

Klynveld Peat Marwick Goerdeler (KPMG)

Beirut, Lebanon

Position Held: Trainee at the Audit and Advisory Departments

- Reviewed clients' financial statements and accounts of interest in order to identify variations between the invoices and the books;
- Performed financial modelling – specifically DCF modelling – for several businesses;
- Prepared potential-investor proposals and presentations for certain projects;
- Developed a unique idea for a business plan and performed a thorough feasibility study.

January 2019

Middle East Airlines – MASCO

Beirut, Lebanon

Position Held: Trainee at the In-Flight Services Department

- Rotated among the different divisions of the department, including Catering Handling Procedures, Food Quality, In-Flight Entertainment, IFS Expenses, etc.;
- Reviewed operations at several partner firms that play important roles in the tasks held by the In-Flight Services department, such as LBACC and MEAC;
- Developed an optimization plan for the catering handling process, following the extensive visits made to the airfield offices and the airplane duties accomplished with the operators.

## PROJECTS ACCOMPLISHED

- Smart Fridge Design & Development
- Fontanella – Your Ergonomic Drinking Fountain
- AUBMC Ophthalmology Department – Process Optimization
- Sustainable Akkar – PMBOK Company Audit
- Mimêo – Votre Détente Est Notre Spécialité
- AUB Goes Lean – Ada Dodge Cafeteria
- Call for Tender for Integration and Supply of Soundproof Generators for Hospitals
- Power Unlocked – Your Window to an Eco-Friendly Future
- GoGreen Beirut – Introducing The Electric Bicycle to Beirut

# MAYA HATOUM

---

Beirut, Lebanon

+961 3 710801

[mbh15@mail.aub.edu](mailto:mbh15@mail.aub.edu) | [mayabhatoum@gmail.com](mailto:mayabhatoum@gmail.com)

## EXTRACURRICULAR ACTIVITIES

- Participated in the AUB & Picon Rally Paper competition (2019)
- Volunteered at the Cancer Awareness Village held in Beirut, with Said NGO (2019)
- Participated in L'Oreal Brandstorm Competition (2018)
- Attended "Goal Setting & Selling, Team Building & Delegation" and "Communication Across Cultures" workshops at AUB (2017)
- Participated in the A.T. Kearney Management Consulting 101 Competition at AUB (2017)
- Volunteered at the "Innovation Livelihood Project: Digital Skills Training with the UN-World Food Program and AUB" (2017)
- Contributed to the AUB Outdoors food & special quest teams (2016-2017)
- Participated in the IBDAA competition held at AUB (2016)
- Won the Exemplary Student Award at the Rawdah High School graduation ceremony (2015)
- Completed a Red Cross first-aid session (2012)
- Participated in the Model United Nations Program - Lebanese American University (2011)

## SUMMARY SKILLS

**Computer Skills:** MS Word, Excel, PowerPoint, Access, IBM SPSS, C++

**Languages:** Fluent in English and Arabic (writing, reading and speaking), with a basic knowledge in French

**Soft Skills:** Communication, Teamwork, Adaptability, Time-management, Goal-orientation, Public-speaking

## REFERENCES

Available Upon Request