

Maria Regina Kadamani

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PROFILE

Excellent verbal and written communication skills

Well-developed management and problem solving skills

Highly responsible, dedicated, and organized

Ability to grasp new concepts quickly

Proven leader

EDUCATION

Lebanese American University (LAU) - Jbeil, Lebanon

Aug. 2016 – Expected June 2020

BS in Business Studies with emphasis in Accounting

Cumulative GPA 3.16/4

BS in Business Studies with emphasis in Banking & Finance

WORK EXPERIENCE

Student Mentor – Outreach & Civic Engagement Department - LAU - Jbeil, Lebanon

Feb. 2019 – present

- Providing assistance with USP (scholarship) students – keep track of their performance in their registered courses, advising and weekly meeting

Intern – Bank Audi – Beirut, Lebanon

Aug. 2018 – Sept. 2018

- Shadowed a Bank Teller – was exposed to large accounts and daily transactions
- Attended weekly seminars in the Headquarter that gave an insight on types of departments available in the Headquarters

EXTRA CIRRICULAR ACTIVITIES

Member of the LAU Poetry Club

Sept. 2018 – present

Member of the LAU Psychology Club

Sept. 2017 – May 2018

Member of the LAU Dance Club

Sept. 2016 – May 2017

SKILLS

Computer: Microsoft Office (Word, Excel, Power Point & Outlook)

Languages: Fluent in English and Arabic; Fair in Tagalog (Philippines)

INTERESTS

Hip-Hop & Latin Dancer