

BANA ITANI

POLITICAL STUDIES STUDENT



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Beirut, Lebanon



Bana Itani

EDUCATION

Bachelor of Arts

American University of Beirut
Beirut, Lebanon

Major in Political Studies
Minor in International Law

Pembroke & King's Program

Cambridge University - King's College
Cambridge, UK

Summer 2019

High School Diploma

SABIS International School,
Riyadh, KSA

2011-2016

SKILLS

Critical and Analytical Thinking
Research and Writing
Verbal Communication
Time Management and Organization
Social Perceptiveness
Active Listening
Understanding Objectives
Working Well Under Pressure
Quick to Adapt

LANGUAGES

English (First Language)
Arabic (Mother Tongue)
French (Beginner)

REFERENCES

Rabih Maalouf - rm154@aub.edu.lb
Habib Saba - hb75@aub.edu.lb
Dr. Zeina Mohanna - zm16@aub.edu.lb
Leila Alem - leila.alem@alemlaw.com
Hassan Coudsi - hassan.coudsi@review.com
Dolly Choucair - dolly.choucair@alemlaw.com

EXPERIENCE

Intern

Alem & Associates - Lebanon / June & September 2019 (8 weeks)

Worked with senior associates and partners on several contracts and cases pertaining to the company's clients in the following legal fields:

- Corporate, Mergers, and Acquisitions:
Including formation of corporate due diligence reports for local and foreign companies
- Aviation Law
- Immigration Law
- Administrative and Tax Law
- Banking, Capital Markets, and Finance
- Construction and Real Estate Law

Intern

Arab NGO Network for Development (ANND) - Lebanon / July - August 2018 (5 weeks)

Drafted and completed the shadow report for the Universal Periodic Review sent to the United Nations Human Rights Council.

- Drafting Proposals for human rights issues in Lebanon while collaborating with civil society organizations
- Created an action plan and drafted narrative reports sent to the Lebanese Parliament and Council of Ministers

Administrative Assistant

The Princeton Review - Lebanon / August - December 2017 (5 months)

- Managing operations of the office through scheduling classes
- Assisted in design and marketing strategies
- Primary contact for customer service
- SAT exam proctor

Intern

Davis Langdon / July - August 2016 (5 weeks)

- Research and reporting on general legal studies
- Comparative analysis on civil and common law frameworks

EXTRACURRICULAR

- President of the AUB Cinema Club / Beirut, Lebanon 2019- 2020
- Editor at large for the online publication, Watchdogs Gazette / 2019
- Beirut Model United Nations (BEYMUN) usher / Beirut, Lebanon 2019
- Delegate at Model United Nations Turkey / Antalya, Turkey 2019
- Delegate at AUB Model United Nations / Beirut, Lebanon 2018-2020
- High School Yearbook creator and editor / Riyadh, KSA 2016
- High School Public Speaking Competition / Dubai, UAE 2016
- Volunteer at SB Overseas (Syrian Refugee NGO)/ Beirut, Lebanon 2015
- High School Debate Team Competition / Amman, Jordan 2014