

Razan Abu Ismail

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SUMMARY PROFILE

As a Business Administration student with a concentration in General Management, I bring together the knowledge, creativity, and motivation coupled with good organizing, planning, and communication skills, to all endeavors I undertake.

EDUCATION

American University of Beirut (AUB)	August 2015- June 2019
<ul style="list-style-type: none">BA in Business Administration - Minor in Public Administration	
<i>Key related courses: HR Management – Organizational Behavior – HR Analytics – Judgment & Decision Making – Luxury Marketing Consumer Behavior</i>	
Etihaad Int. School, Jeddah, Saudi Arabia	June 2015
American High School Diploma	

WORK EXPERIENCE

Working part time at AUB Advancement Office, Visitors Bureau	Feb 2017 – June 2019
<ul style="list-style-type: none">Giving tours on AUB campus and communicating with our international visitors	
Interned at Stepgroup, Digital Media Department	Aug 2018 – Sep 2018
<ul style="list-style-type: none">Kept track of trends on all social media platformsWrote articles as well as came up with captions for publishing	
Interned at Bank Audi, Communications Department (CSR)	Dec 2017-Jan 2018
<ul style="list-style-type: none">Researched about the market and updated databaseWrote articles for annual reports	
Worked part time at Issam Fares Institute, Finance Department	Oct 2017- Dec 2017
<ul style="list-style-type: none">Created expense reports and organized invoicesUpdated Oracle database	
Interned at Verdun Mall S.A.L. (ABC Verdun), HR department	Aug 2017 - Oct 2017
<ul style="list-style-type: none">Phone screened candidates for potential interviewsKept track of current employees and updated employee filesUpdated Taleo and JDE as well as wrote Compliance Reports	
Worked part time at the Faculty of Engineering in AUB, IT Department	Jun 2016- May 2017
<ul style="list-style-type: none">Assembled new computers and downloaded engineering programsAssisted professors with any type of IT supportKept track of all IT related hardware and entered new IT products into the database system	
Worked part time at International Student Identity Card (ISIC), Sales Department	Oct 2015- May 2016
<ul style="list-style-type: none">Sold and renewed identity cards for students.	

EXTRACURRICULAR EXPERIENCES

AUB Marketing Club – Head of Operations	Jan 2019 – Present
<ul style="list-style-type: none">Handling all the logistics concerning the club and its events	
Theater Initiative - Production Manager	Jan 2018- May 2018
<ul style="list-style-type: none">Handled official paper work and contracts or hiring actors.Scheduled auditions, rehearsals, and meetings.Managed the different production teams.	
Drama Club AUB - Chief Marketing Officer	Sep 2017-Dec 2017
<ul style="list-style-type: none">Created a marketing plan for the production, and kept our social media accounts updated with teasers and announcements of the play.Responded to comments and messages on our social media accounts.	
Beit El Din International Festivals - Usher	Jun 2013- Aug 2017
<ul style="list-style-type: none">Seated people to their respective seats.Handled any encounters that may have occurred during the show.	
Lebanese Scouts Association - Team Leader	Jun 2015- Jun 2017
<ul style="list-style-type: none">Managed, motivated, and took care of a team to help them accomplish tasks.	
AIIESEC in AUB - HR Manager	Nov 2016- May 2017
<ul style="list-style-type: none">Recruited and kept track of our members as well as managed productivity of our team members.	

CERTIFICATIONS

Fullbridge U Program Certification
<ul style="list-style-type: none">A 2-month career preparedness course focused on effective communication, teamwork, design thinking, and critical work management skills.
Beirut Film Institute Producing Certificate
<ul style="list-style-type: none">A course workshop given by the producer Dima Al Ansari on how to be an effective producer in both film and theater.

SUMMARY OF SKILLS

Languages: Fluent in both English and Arabic (reading and writing).

Computer Skills: Proficient skills in *Oracle's JDE and Taleo*; Proficient in *Microsoft Office* (Access, Word, Excel, and PowerPoint); Basic skills in *StudioBinder*; Basic skills in *AutoCad*; Basic skills in *Apple's iMovie software*.