

Nadia Nemer

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I am a trilingual multicultural fast paced learner who is eager to develop and succeed in the business world.
Lebanese/Panamanian/Colombian Citizen – Born June 26, 1995

EDUCATION

American University of Beirut (AUB) - Lebanon	2014 - 2017
Bachelor Degree: Business Administration.	
American University of Beirut (AUB) - Lebanon	2013 - 2014
Freshman Program.	
Rawdah High School – Lebanon	2009 - 2013
High school diploma: Graduated with high distinction.	
Academia Bilingüe Arabe Panameña – Panama	1998 - 2009
Placed on the Honor list.	

INTERNSHIPS

Texas International, S.A – Panama	06/2017-09/2017
Assisted in the daily work function of the company and operated in the accounting department.	
Blom Bank - Lebanon	05/2016-07/2016
Worked on projects and assisted in daily functions in the strategic planning and organization department.	

EXPERIENCE

Administrative Manager at Texas International, S.A	06/2018-present
Assisting in the preparation of scheduled reports and strategically planning and managing logistics, warehouse, and clients service.	
Finalist in the Byblos Bank Competition	02/2017-05/2017
Created a business plan for “The Makers” account.	
Contributor at Youth Against Corruption Initiative	09/2016-12/2016
Participated in the Anti-Corruption and Integrity in the Arab Countries Project by UNDP.	
Attendant at the Social Good Summit	09/2016-12/2016
Attended the “#2030NOW: Connecting today, creating tomorrow” UNDP event where the issues facing us in future years were discussed.	
Member at UNICEF – AUB	09/2015-05/2017
Collected toys from students at AUB to distribute in our weekly visits to the Syrian refugees, who we teach in schools in Beqaa.	
Member at the Business Student Society (BSS) Entertainment Team	09/2014-05/2017
Participated in the team responsible of planning all the academic and nonacademic events held in OSB.	
Member at Youth Club	09/2014-05/2017
Provided members with an environment in which they can express themselves and discuss all issues concerning today's youth and volunteered in organizing the elections at AUB.	
Alef NGO	09/2012-05/2013
Volunteered in a NGO workshop, under one of its program (Responsible and active youth for a positive change - RAY).	
Member at the Prom Committee	09/2012-05/2013
Represented the student body and planned events, both educational and non-educational.	

SKILLS

IT (Microsoft Office, Google Search, Social Media networks).
Cognitive (Abstract reasoning, systems thinking, numbers, logic/reasoning, decision making, detail-oriented).
Social (Persuasion, communication, negotiation, leadership, active listening, empathy and teamwork).
Languages (Native: Spanish, fluent: English, proficient: Arabic, learning: French).

EXTRACURRICULAR ACTIVITIES

Interests (Traveling, tennis, ping-pong, board game, gym, book reading).