

Elissar Saad

E-mail : elissar-saad@hotmail.com

Website: <https://www.linkedin.com/in/elissar-saad-a361b418b>

Phone : +961 70 597 595

Address: Achrafieh, Beirut

Education

| | |
|--|-------------------|
| Linguistics MA AMERICAN UNIVERSITY OF BEIRUT | 2018 — April 2020 |
| English Language BA AMERICAN UNIVERSITY OF BEIRUT | 2014 — 2017 |
| CTI Christian Teaching Institute | 2005 — 2014 |
| SAHETI School SAHETI School | 2000 — 2005 |

Qualifications

- GPA 3.78/4.00
- Deans Honor list
- Communication and Adaptability

Work experience

| | |
|---|-----------------------------|
| LIVOUT Data Entry and Research | September 2015 — March 2016 |
| <ul style="list-style-type: none">• Skilled in planning and organizing with the ability to complete tasks on deadline.• An independent worker who successfully met the challenges of a fast-paced environment providing data entry and administrative support to a large department. | |
| Earthling Assistant | May 2015 — September 2015 |
| <ul style="list-style-type: none">• Leveraged strong multitasking skills to manage customer service, data entry, invoicing, inventory control, merchandising, returns processing, and purchasing.• Responded to customer inquiries in person and over the phone. | |
| Writers Anonymous President and Founder | May 2016 — June 2017 |
| <ul style="list-style-type: none">• Skilled in managing and creating a club and online platform.• Established a club based on an online published journal consisting of students from different backgrounds and their from of art. | |

- Conducted writing workshops and weekly meetings for students.
- Created a sense of unity among the young generation through their expression of art.

Academic Guru Society

August 2017 — Present

Founder and Director

- Founded a business based on qualified individuals who assist students in need of academic help.
- The business consisted of services such as: private tutoring, essay guidance, portfolio and CV construction, project and assignment assistance, presentation guidance, etc...

UMKHOMA

May 2017 — July 2017

Assistant Intern

- Program intern and business management experience in both the public and private sector with key emphasis infrastructure management, billing and telecommunications, vendor management, and program management.

Lebanese University

September 2017 — November 2017

Research Assistant

- Performed set-up and preparation procedures as required by professor. Provided assistance with online resources and field studies. Created and submitted research reports.

Adalah

August 2017 — March 2018

Human Rights Analyst

- Excellent communication (spoken, written and presentation skills); ability to present and defend difficult positions to counterparts, to persuade people with varying points of view, and to present information in a concise and accurate manner.
- Identifying human rights violations, gathering information and facts, interviewing those violated and the violators

Writing Center

August 2018 — December 2018

Tutor

- Provided direct instruction to individual students to develop and increase basic skills and work readiness
- Introduced alternative or expanded information not presented in class to enhance student understanding
- Assisted students in revision of written work with a focus on self-sufficiency and autonomy

American University of Beirut

2018 — Present

General and Research Assistant

- Assisted with academic research.
- Assisted with the editing and preparation of manuscripts.
- Assisted with duties related to the production of academic journals.

Suliman S. Olayan School of Business (OSB)

September 2019 — December 2019

Research Assistant

- Carried out experiments and research according to protocols laid out by primary researchers
- Collected and logged experimental data
- Conducted statistical analyses of data sets
- Assist with academic research.
- Assist with the editing and preparation of manuscripts.

- Assist with duties related to the production of academic journals.

Volunteering Experience

- The Lebanese School for the blind and deaf
- St. Luke's Center
- Ain Wizen Elderly Care Centre
- Skoun Lebanese Prevention center
- Embrace Suicide Hotline