

Valyssa Wakim

Address: Beirut, Lebanon

Phone: +961-71-212-361 | Email: valyssa98@gmail.com

Nationality: US Citizen and Lebanese

Education

American University of Beirut – Beirut, Lebanon

Aug. 2016 – Jun. 2019

Bachelor of Business Administration, Concentration in Finance GPA: 3.3/4.0

- Dean's Honor List Spring 2019 (87/100)
- Key Courses: Corporate Finance - International Finance - Investment Management - Valuation Methods (97/100) - Financial Accounting - Managerial Accounting - Real Estate Management

Sagesse High School – Beirut, Lebanon

May. 2016

International Baccalaureate Diploma, Graduated with Distinction

Experience

Azadea Group – Business Transformation Intern - Beirut, Lebanon

Sep. 2019 – Nov. 2019

Largest retail group in MENA region, representing 50+ international brands like ZARA, GAP, Urban Outfitters

- Drafted a business continuity plan for the Shared Services Center in Jordan
- Created risk assessment reports for accounting, logistics and inventory processes
- Assisted E-commerce manager in launching ZARA Home and Massimo Dutti Dubai websites
- Analyzed online website sales and customer insights using Google Analytics

Safework Inc. – Finance Intern – Los Angeles, California

Jun. 2018 – Aug. 2018

Construction company that provide project and safety management services on large public projects

- Payroll: Posted timecards and entered hours worked of 70 employees into accounting software (Deltek ERP)
- AR and AP: Entered cash receipts and vendor invoices into Deltek ERP System
- Bank Reconciliation: Compared bank statements to accounting records and adjusted when necessary
- Audit: Analyzed invoices from 2 insurance companies and discovered they were billing for inactive employees
- Forecasted Profit and Loss statements until 2027 for valuation purposes

Extracurricular Activities

L'Oréal Brandstorm Competition – Beirut, Lebanon

Mar. 2019 – Apr. 2019

- Created an innovative digital skincare experience for health-conscious consumers
- Selected out of 60 teams to compete in the national competition
- Pitched our idea in front of the L'oreal juries at the national competition

United Nations (MUN Conference) – Delegate – Beirut, Lebanon

Feb. 2019 – Apr. 2019

- Participated in the General Assembly Disarmament and International Security Committee
- Debated the impact of transnational organized crime in Colombia as a delegate in BEYMUN conference
- Interacted with participants of different national and international universities

AUB Outdoors – Concert Team – Beirut, Lebanon

Jan. 2018 – May 2018

- Largest student run event in the region with over 20,000 attendants
- Selected performers for the concert and assisted in planning the set list and performances schedule
- Distributed posters across Beirut to promote the event

Skills

Languages: Fluent in English, Arabic and French (all speaking, writing and reading)

Computer Skills: Microsoft Excel, Microsoft Word, Microsoft PowerPoint, Deltek ERP, Thomson Reuters Eikon, Google Analytics, Oracle JDE.

Soft Skills: Communication, Creativity, Teamwork, Attention to Detail, Leadership, Work Ethic

Interests: Swimming, Ski, Piano, Traveling