

## **Greta A. Assaf**

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### **OBJECTIVE**

Business administration student concentrating in Human Resources.

### **EDUCATION**

**American University of Beirut**, Beirut, Lebanon.

September 2017-May 2020

**BA in Business Administration.**

Expected Graduation date: 2020

**GPA 3.56**

#### **Dean's Honor List:**

- Fall Semester 2018-2019
- Spring Semester 2018-2019
- Fall Semester 2019-2020

**Amjad High School**, Beirut, Lebanon.

October 2002-June 2017

**Baccalaureate in Economics and Sociology.**

### **EXPERIENCE**

**Azadea**, Beirut, Lebanon

June 2019-August 2019

**Job title:** Intern in Talent Performance Department.

My main tasks included:

- Conducting an e-learning training module for shop managers about leadership skills which included definitions, graphs, thorough examples, quizzes, and activities.
- Assembling alongside my manager performance evaluations that included quizzes and questionnaires
- Modifying alongside my manager promotion process
- Constructing a script for a video that promotes awareness for workplace sexual harassment

### **EXTRACURRICULAR ACTIVITIES**

- Member at TEDxAUB club
- Latin dance club
- Participated in the gaming team of AUB outdoors
- Won second place in AUB's science fair contest
- Participant in the Model United Nations (MUN) that is held annually by the Lebanese American University

### **SUMMARY SKILLS**

**Languages:** English (fluent), Arabic (native), French (beginner).

**Computer skills:** MS Word, Excel, PowerPoint.

**Soft skills:** Teamwork, communication, interpersonal, coordination, organization, time management, emotional intelligence, conflict management.

**Interests:** swimming, hiking, reading, dancing, guitar.

