

Louna Raad
Marketing and General Management Undergraduate
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Education

AMERICAN UNIVERISTY OF BEIRUT

Beirut, Lebanon

Bachelor of Business Administration

Double Concentration in Marketing and General Management

September 2018 – Present

Dean's Honor List Fall 2018 – Fall 2019 – GPA 3.70/4.00

LYCÉE FRANÇAIS DE MASCATE

Muscat, Sultanate of Oman

French Baccalaureate, Life Science

September 2004 - June 2018

Honor Student – GPA 3.60/4.00

Experience

MILLENNIUM HOTELS & RESORTS

Muscat, Sultanate of Oman

Sales and Marketing Intern

January 2020

WE GROW MINDS

Beirut, Lebanon

Executive Administrator and CRM Officer

August 2019 – September 2019

- Responsible of all Minutes of Meeting
- Handled Virtual Assets and Customer Data
- Looked into Data Mining
- Coordinated Tasks

BLOM BANK s.a.l.

Beirut, Lebanon

Shadowing Intern

August 2019

- Shadowed the Assistant Branch Manager
- Shadowed Senior Customer Service Officer
- Contacted Customers
- Monitored Paper Work and Filings
- Discovered Information System Used

ERNST & YOUNG

Beirut, Lebanon

Shadowing Intern

March 2019

- Shadowed Seniors
- Discovered Operations of Accounting Department
- Contacted Clients
- Monitored Paper Work and Filings

ORYX ROTANA HOTEL

Doha, Qatar

Shadowing Intern

April 2015

- Shadowed Seniors
- Explored all functional departments

Leadership & Activities

MARKETING Club Active Member	<i>Beirut, Lebanon</i> <i>September 2019 - Present</i>
UNICEF Club Active Member	<i>Beirut, Lebanon</i> <i>September 2018 - Present</i>
OMAN CANCER ASSOCIATION Junior Volunteer	<i>Muscat, Sultanate of Oman</i> <i>September 2016 - May 2018</i>

Accomplishments

FULLBRIDGE Certificate of Professional Achievement	<i>Beirut, Lebanon</i> <i>December 2019</i>
WORLD SCHOLAR'S CUP 3rd Place	<i>Muscat, Sultanate of Oman</i> <i>January 2017</i>
OLYMPADE INTERNATIONALE DE MATHEMATIQUES 5th Place Worldwide	<i>Muscat, Sultanate of Oman</i> <i>February 2018</i>
RALLYE DE MATHEMATIQUES 7th Place Worldwide	<i>Muscat, Sultanate of Oman</i> <i>2017</i>
DAR AL ATTA'A - Children Writing Competition 2nd Place	<i>Muscat, Sultanate of Oman</i> <i>2015</i>
1st Place	<i>2016</i>
Honorable Mentions – 4th Place	<i>2018</i>

Skills & Interests

Technical Skills: Windows and Mac OS, Microsoft Office, Visio

Languages:

- Arabic – Native Language / Fluent
- English – Bilingual / Fluent
- French – Full Professional Proficiency
- Spanish – Fluent (Speaking and Reading), Intermediate (Writing)

Key Skills:

- Excellent Presentation, Communication & Negotiation
- Leadership Ability
- Team Work / Coordination / Flexibility
- Project Management
- Social Media Management
- Time Management