

# Samia Zein

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Beirut, Lebanon

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## EDUCATION

**American University of Beirut (AUB)**, Beirut, Lebanon  
**MBA - GPA 3.94/4.0**

August 2019-May 2021

**American University of Beirut (AUB)**, Beirut, Lebanon  
**BE in Civil Engineering**

September 2013-March 2018

GPA: 3.46/4.0 – *Dean's Honor list, Spring 2016-2017, Term GPA: 89/100*

## EXPERIENCE

**American University of Beirut (AUB)**, Beirut, Lebanon

February 2024-Present

**Research Assistant at the Nature Conservation Center (NCC)**

- Assigned as lead researcher for a project aiming to construct a bird pond in Horsh Beirut.
- Coordinated with professors, funders, students, and various entities to ensure smooth project implementation.
- Planned and executed a workshop titled "Construction of Bird Ponds: A Multidisciplinary Project in Horsh Beirut".
- Worked on facilitating the event titled "Lebanon's Priorities and Actions for a Green Transition" with the NCC team.

**American University of Beirut (AUB)**, Beirut, Lebanon

July 2021-July 2023

**Faculty of Arts and Sciences (FAS) – Online Program Manager**

- Managed and wrote the annual report of a 1-million USD grant given to FAS by the Ford Foundation.
- Drafted the New York State of Education Department's (NYSED) Forms for two AUB diplomas and one AUB Master's program which were accepted upon the first review.
- Consolidated the Profit & Loss statements for the FAS Online Programs.
- Performed in-depth market analyses to identify potential customer groups and personas.
- Developed the overall marketing strategy and program setup checklist for each degree.
- Constructed positioning papers, benchmarks, and marketing content for the FAS Online degrees.
- Headed the development of the Landing Pages and Moodle Pages.
- Collaborated with AUB's marketing partner to set up paid promotion campaigns.
- Operated Salesforce to gather leads and opportunities that increased enrollment in the FAS Online Programs.

**American University of Beirut (AUB)**, Beirut, Lebanon

January 2023-May 2023

**Suliman S. Olayan School of Business – Instructor**

**Course title: BUSS 215 Business Ethics**

- Corrected and graded assignments, projects, and exams.
- Presented students with individual feedback regarding each deliverable.
- Monitored students' progress by filling an Assurance of Learning (AOL) spreadsheet.
- Responded to students' inquiries in a timely manner.
- Proctored students during presentations and exams.

**Unilever**, Beirut, Lebanon

May 2021-June 2021

**Financial Analyst Intern**

- Assisted in preparing price structures and communicating them internally as well as with distributors.
- Issued internal orders and logged budgets on Unify.

**Common Effort Organization & Save the Children**, Beirut, Lebanon

March 2021-July 2021

**Retention Support Educator**

- Created and administered lesson plans to under-privileged children as part of «The Bulgari Project».
- Coordinated with different departments and stakeholders to ensure an efficient workflow.
- Communicated with parents to learn of any concerns or challenges faced with online learning.
- Attended biweekly workshops offered by Save the Children focusing on mental health, student wellbeing, and innovative teaching practices.

**American University of Beirut (AUB)**, Beirut, Lebanon

August 2019-May 2021

- **Graduate Assistant (GA) at the Center for Inclusive Business and Leadership for Women (CIBL)**

- Appointed as a researcher in the «SAWI Project» - a 3-million-dollar project aiming to accelerate women's economic inclusion in Arab MENA workplaces.

- Assisted in completing databases.
- Conducted comprehensive research on the policies, practices, and initiatives related to women's empowerment for the countries included in the study.
- Presented research findings to the involved parties.
- Translated seminar discussions from Arabic to English to be posted on YouTube.
- **Graduate Assistant (GA) - General**
- Participated in weekly meetings with Professors to discuss learning objectives.
- Assessed the effectiveness of learning objectives for different undergraduate courses.
- Proctored assigned exams and marked assignments.

**Wellspring Learning Community, Beirut, Lebanon**

May 2019-August 2020

**IB MYP Math Support Teacher**

- Instructed students with varying levels of learning difficulties.
- Coordinated with the Learning Diversity Department and counsellor to keep track of students' academic and non-academic progress.
- Scheduled meetings with parents to provide advice and updates related to students' performance.
- Actively participated in weekly on-campus events.
- Collaborated with the Math Department to facilitate different teaching techniques.
- Supervised student assessments and exams.

**Shehab Engineering and Consulting (SECO), Beirut, Lebanon**

April 2018-April 2019

**Junior Civil Engineer**

- Designed structural members (Slabs, Beams, Columns).
- Prepared tender documents, snag lists, bills of quantities (BOQs), quantity takeoffs, and shop drawings.
- Designed architectural floor plans using AutoCAD 2D.
- Cooperated with different departments to minimize delays.
- Conducted regular site visits to supervise the progress of work.

**Dar Al Handasah, Shair and Partners, Beirut, Lebanon**

May 2017-June 2017

**Geotechnical Intern**

- Conducted borehole log analysis.
- Performed pile design.
- Extracted information from the Liquefy Pro Software.
- Collected, compiled, and summarized information on ground improvement techniques.
- Administered simulations on PLAXIS 2D to analyze the stability of geotechnical systems.

**EXTRACURRICULAR ACTIVITIES**

**American University of Beirut (AUB), Beirut, Lebanon**

January 2019

- Participated in the American Society of Mechanical Engineers (ASME) 2019 Eurotrip. Countries Included: France, Belgium, Germany, and Holland.

**American University of Beirut (AUB), Beirut, Lebanon**

- Member of the American Society of Civil Engineers (ASCE).

**WORKSHOPS AND CERTIFICATIONS**

- Awarded with a certificate for completing the 50-Hour course titled "**GENDER EQUALITY AWARENESS**" extending from June 1, 2020 to September 30, 2020 offered by The Free Project which is Co-funded by the European Union (EU).
- Awarded with the Microsoft Innovative Educator (MIE) certification in August 2019.
- Received a CITI certificate after completing an online course for Responsible Conduct of Research (RCR) titled "Social and Behavioral Responsible Conduct of Research" in September 2019.
- Won second prize at the **Lafarge Holcim Awards** for the Final Year Project titled: "Sustainable Earth Structures for Displaced Populations". (Academic year 2016-2017)
- Obtained a certificate of participation at the IBDA 2017 competition for the abovementioned final year project under the category of 'Improved Energy Efficiency and Renewable Resources' in May 2017.

**SUMMARY SKILLS**

**Languages:** Arabic (Native), English (Native/Bilingual), French (Elementary).

**Computer skills:** Microsoft Office Word, Excel, PowerPoint, Microsoft Teams, OneNote, Canva, Salesforce.

**Soft skills:** Verbal and written communication, critical observation, adaptability, teamwork, cultural awareness, taking initiative, and ability to work under pressure.