

Hala Ghalayini

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Nationality: Lebanese

PERSONAL STATEMENT

Seeking a job in the economics field and secure a position that utilizes business and economic experience and enables to make a positive contribution to the organization. I am a highly motivated, a goal oriented, and a diligent person with good analytical skills. I aim to secure a responsible career opportunity that strives to achieve goals of a company that focuses on customer satisfaction.

EDUCATIONAL BACKGROUND

Lebanese American University - Beirut, Lebanon

Bachelor Science Degree in Economics

June 2019

Saint Joseph de L'Apparition - Beirut, Lebanon

Baccalaureate II - Economics and Sociology

June 2016

WORK EXPERIENCE

Lebanese American University - Beirut, Lebanon

Administrative Assistant – Financial Aid Program

September 2017 – May 2019

Provide front-desk support at various departments on campus including the Office of Development, Registrar's Office, and Business Building.

- Assist in the daily operations including mail delivery, data entry, and Internet search.
- Handle incoming phone calls and inquiries.
- Maintain electronic and hard copy filing systems.

Lebanese American University - Beirut, Lebanon

Fundraiser – Phonathon Program

January 2018 – February 2018

January 2019 – February 2019

- Program aimed at raising funds for Financial Aid students
- Contacted Alumni in order solicit funds for the Annual Fund Campaign

Fundraiser – Phonathon Program Follow up

May 2018 – June 2018

May 2019 – June 2019

- Program aimed at raising funds for Financial Aid students
- Followed up the calls with the Alumni regarding the funds for the Annual Fund Campaign

Internship at Bankmed – Beirut, Lebanon

August 2018

- Pursued an internship at Bankmed – Kraitem branch
- Passed by the Customer Service Relationship Department, Operation Support Department, and Teller Department.

Freelance Private Tutoring – Beirut, Lebanon

November 2019 – Present

SKILLS

- Computer Skills: Mac and Windows PC systems, Microsoft Office Word, Excel, PowerPoint
- Languages: Fluent in English, French, and Arabic
- Soft Skills: Critical Thinking, Mathematics, Data Analysis, Quantitative Reasoning, Communication, Teamwork, Adaptability, Flexibility