

Hiba Hallak

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PROFESSIONAL EXPERIENCE

2018 - Present	Lebanese American University Assistant at the Business Office (Aug 2018 – Present) <ul style="list-style-type: none">• Comply with relevant reporting requirements• Maintain the filing system to support financial reporting and assist in auditing student accounts	Lebanon
2019	BLOM BANK Intern Internship (July 2019 – Aug 2019) <ul style="list-style-type: none">• Assisted Bank Tellers and CSOs with their daily work.• Dealt with customers through phone calls and guided them.	Lebanon
2019	Keys'n Cords Music Academy Front Desk Assistant (Feb 2019 – June 2019) <ul style="list-style-type: none">• Provide customer support and technical issue resolution via email, phone and other electronic media.• Make suggestions for improving the service to clients.• Determine and execute work schedule• Maintain the filing system to support financial reporting	Lebanon
2019	BLF (Banque Libano-Francaise) Competition at LAU <ul style="list-style-type: none">• Created a marketing strategy for a new E-branch opening in Lebanon• Worked on the marketing strategy during the Fall 2019 semester at LAU	Lebanon

EDUCATION

2018 - Present	Lebanese American University Bachelor of Business Administration with an emphasis in Marketing.	Lebanon
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EXTRACURRICULAR ACTIVITIES

2016 - 2017	Basketball Team at Makassed KBWH
2017	LAU's Lingo mania Participation Certificate
2019	Honor Award
2018 – 2019	Member - Accounting Club, LAU
2018 - Present	Volunteer Member – Borderless NGO
2019 - Present	Secretary – Hand Crafts Club, LAU
2019 - Present	Volunteer Member – MMKN NGO
2019 - Present	IGV Member – AI ESEC

LANGUAGES Arabic (Native), English (Fluent), French (Basic)

SKILLS Microsoft Word, PowerPoint, and Excel; Customer Relationship Management