

## **EDUCATION**

**American University of Beirut**, Beirut, Lebanon  
**BA in Business Administration**  
May 2021  
GPA: 3.46

September 2018-May 2021

**Ecole des Filles de la Charitee**, Clemenceau, Lebanon  
**Baccalaureate in Life Sciences**

October 2016-June 2018

## **EXPERIENCE**

**Kasr Fakhreddine**, Broumana, Lebanon  
**Cashier**

July 2018-September 2018

- Handled register transactions and balanced drawer
- Managed inventory
- Carried out closing procedures
- Handled customer reservations
- Managed employee activity
- Assisted general manager in daily operations

## **EXTRACURRICULAR ACTIVITIES**

**German Culture Club**, Beirut, Lebanon  
**Senior Event Manager**

November 2019-Present

- Produce detailed proposal for events including venue, suppliers and timeline
- Research and booking of venues as well as negotiating prices
- Liaise with marketing manager and treasurer
- Manage pre event planning, delegate tasks and ensure expectations are met
- Assemble all required paperwork and present it

**AUB Rugby Team**, Beirut, Lebanon

October 2019-Present

**Team Manager and Member**

- Organize equipment for team practices and games
- Maintain high team morale and strong relationships between team members
- Coordinate transport arrangements
- Ensure results are passed to club and sports department

## **SUMMARY SKILLS**

**Languages:** Arabic-English-French

**Computer skills:** Microsoft Word ,PowerPoint ,Excel and Access

**Soft skills:** Flexible-Work Well in Teams-Problem Solving

**Interests:** Rugby League-Cooking-Jogging-Weightlifting