

PROFESSIONAL SUMMARY

Passionate and motivated Business Administration student pursuing a double concentration in Marketing and General Management. Seeking work experience that builds on my skills and experiences, while providing opportunities for personal and professional development.

EDUCATION**American University of Beirut**, Beirut, Lebanon

August 2017-Present

BA in Business Administration

Expected Graduation date: 2021

GPA: 85.37 – Dean's Honors list Spring 2018, Fall 2018, Spring 2019, Fall 2019**Sagesse High School**, Ain Saadeh, Lebanon

September 2015-May 2017

American Program - 2nd ranking in class**American School of Dubai**, Dubai, U.A.E

August 2010-June 2015

EXPERIENCE**Saradar Bank SAL**, Sin el Fil, Lebanon

June 2019-July 2019

Intern

- Job shadowing of tellers, customer experience agents, and branch manager.
- Filing of new customer files and organizing and updating of current customer files.
- Ensuring signatures were obtained for customer files.

EXTRACURRICULAR ACTIVITIES**AUB Outdoors**, Beirut, Lebanon

January 2020-Present

Photography Team Member

- Covering the several events including AUB Outdoors through photography and videography.
- Preparing content to market and advertise the events.
- Attending photography and videography workshops.

BEYMUN, Beirut, Lebanon

September 2019-Present

Logistics Team Member

- Finding venues for opening and closing ceremonies and committee sessions.
- Printing of posters, banners, badges.
- Contacting suppliers to acquire supplies for the conference.
- Ensuring that the conference goes as planned in order to make sure all individuals involved have a smooth and memorable experience.

Business Student Society, Beirut, Lebanon

September 2019-Present

Marketing Team Member

- Planning of advertisements for Business Student Society events.
- Spreading awareness of events through social media and in-person stands.

Entrepreneurship Club, Beirut, Lebanon

September 2017-Present

Member

- Attending business-related workshops and talks across Beirut hosted by companies or businesspeople.

Kids for Wish Kids Club (Make A Wish Foundation), Dubai, U.A.E.

August 2013-June 2015

Member

- Planned and volunteered in fundraising events.
- Spread awareness of events through in-person stands.

Community Service Trips, Hanoi, Vietnam and Johannesburg, South Africa

February 2013 and February 2014

- Visited and played with orphans.
- Planted trees in empty areas.

WORKSHOPS AND CERTIFICATIONS

- **Digital Marketing Workshop** at Talal and Madiha Zein AUB Innovation Park

SUMMARY SKILLS**Languages:** fluent in English with basic knowledge in French and Arabic**Computer skills:** Microsoft Word, Excel, PowerPoint, Access, Internet and social media use, research capabilities.**Soft skills:** organization, eagerness to learn, creativity, teamwork, communication, time management, problem solving, flexibility.