

LAMA EL TANNIR

02/05/1997

CONTACT INFORMATION

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QUALIFICATIONS

- Communication, public speaking and networking skills
- Successful working in a team environment, as well as independently
- The ability to work under pressure and multi-task
- The ability to follow instructions and deliver quality results

SKILLS

- Proficient in Microsoft Office tools
- Proficient in Dash-boarding tool Tableau

LANGUAGES

- Fluency in English, French and Arabic

REFERENCES AVAILABLE UPON REQUEST



WORK EXPERIENCE

Project Assistant | Mar 2019 - Dec 2019

United Nations - Economic and Social Commission for Western Asia (ESCWA) - Beirut, Lebanon

Statistics Division - International Comparison Program (ICP) Project

- Assisted in compiling, processing and manipulating data sets derived in different formats from a variety of sources
- Assembled and examined original statistical material to ensure accuracy, clarity and validity, and make appropriate adjustments
- Responded to internal/external requests on questions related to the project
- Assisted in liaising with National Statistics Offices to obtain necessary statistical information
- Provided administrative & substantive assistance and backstopping services in the organization of training workshops, meetings and seminars that are programmed within the above-captioned project
- Undertook ad hoc researches and tasks in areas related to the project field
- Assisted in drafting substantive progress reports

Intern | Nov 2018 - Mar 2019

United Nations-ESCWA - Beirut, Lebanon

Statistics Division

- Updated statistical series in established formats
- Prepared spreadsheets, tables, charts, graphs and other outputs for reporting and presentation of various data
- Updated and maintained relevant computerized databases
- Prepared data sets upon request
- Compiled and summarized information and literature from different sources on related statistical matters

Project Consultant | Oct 2018

Amel Association International - Beirut, Lebanon

- Realized a Capitalization study for the project entitled "ENSEMBLE" funded by PISCCA (French Embassy in Lebanon)
- Brought an analytical and critical look at the current and past experiences of the project; in order to learn lessons, improve practices and feed future actions and strategies for the next projects

Intern | Jul 2017 - Aug 2017

Banque de l'Habitat - Beirut, Lebanon

Credit and Operation Departments

- Evaluated the financial conditions of credit applicants
- Recorded financial transactions (data entry, operation entries, VAT and bills)



EDUCATION

Saint Joseph University - Beirut, Lebanon

- Bachelor's Degree in Economics | Class of 2018

Lycée Abdel Kader - Beirut, Lebanon

- French Baccalaureate, Economic and Social Science | Class of 2015



VOLUNTEERING & EXTRA CURRICULAR ACTIVITIES

Emergency Medical Technician | Nov 2018 - Present

Lebanese Red Cross - Beirut, Lebanon

- Certified First Aider and First Responder
- Trained to work under urgent and stressful circumstances quickly and efficiently both alone and with a team
- Developed communication skills and gained interpersonal expertise while working with and managing a group of people

Member of the Student Council | 2016 - 2018

Saint Joseph University, Faculty of Economics - Beirut, Lebanon

Research Volunteer | Jul 2016 - Aug 2016

Saint Joseph University - Beirut, Lebanon

- Contributed in a survey and a statistical research regarding housekeepers (interviewed over 300 housekeeper)

Member of Scout Al-Jarrah | 2003 - 2015

Group Lycée Abdel Kader - Beirut, Lebanon