

## **Education**

**Lebanese American University, LAU**

**Fall 2017/Spring 2021**

Bachelor of Science, Business  
Emphasis: Finance & Banking and International Business  
Honors Student, Honor Program at LAU  
Cumulative GPA 3.92/4.0

## **Professional/Volunteer Experience**

**Case Team Member – Case Team Competition, LAU**

**January 2021/June 2021**

- Collected market information on trends for the qualifying case of the competition and themes for the webinars, and organized the outline of some webinars.
- Organized the outline and presentation of the webinar on 'Basics of Corporate Financial Analysis.'
- Assisted and advised on the final qualifying case presented to the competitors.
- Work alongside mentors in the Mentorship Program for the first lot that passed the qualifying case by setting up meetings and advising on the course of the meetings.

**Director of Interns – FAOU, Remotely (Internship)**

**December 2020/June 2021**

- Started as a Human Resource intern for 3 months, mainly helping promote the next internship campaign by posting the campaign on different websites.
- Promoted to Director of Interns: followed up with interns and directors to ensure all interns are active on Slack; addressed interns' concerns and assisted directors with absences and warnings; confirmed interns contracts and updated the Organigram with interns information; regulated and planned alongside Human resource department follow-up measures.

**Outreach Coordinator – OCESM, LAU (Volunteer)**

**October 2020/March 2021**

- Acted as the communication link between schools and the five Simulation Programs offered by the university to Middle and High schools.
- Reached out to schools and promoted the program to encourage schools and students to take part. · Monitored, followed up, and assisted schools through the training sessions and the Final Conference by emails, phone calls, and messages.
- Work included drafting emails, assisting in registrations and filling forms and payment process, updating information on the system, and writing minutes meetings.
- Selected to assist in the two-day international MUN conference in monitoring attendance.

### **Project Manager Intern – Schema Zone – Remotely, Canada**

**January 2021**

- Developed and recommended theoretical solutions for business tasks/projects for Schema zone sisters companies as PowerPoints developed alongside my colleagues after researching and analyzing the problem.
- The problems related to communication with stakeholders, scheduling and budgeting, project delivery and lessons learned, conflict resolution, milestones, and methods to approach customers' complaints.

### **USP Mentor – USP&HES Department at LAU**

**March 2020/December 2020**

- Monitored and followed up with scholarship students that were in the USP program by assisting in scheduling or recommending courses, and collected their grades and extracurricular activities.
- Submitted bi-weekly reports on the collected information and students' progress.

### **Commercial Intern – Noknok**

**November 2019/January 2021**

- Price Monitoring: researched and analyzed competitor's price and product, and created excel sheets to be submitted to the manager.
- Data Entry: entered the ERP system price and discount changes, updated product descriptions, zoning of warehouses, and item creation of new products.
- P. Os: developed and uploaded P.O. in the ERP system daily.
- Keywords: researched and submitted a keyword document to each product sold by the company. · Assisted and guided new interns in understanding the tasks requested upon my departure.

### **Extracurricular Activities**

- Volunteer at FoodBlessed, NGO dedicated to “fighting hunger and food waste in Lebanon” · Volunteer at CrossTalk: transcribed recorded audios, and checked for document errors · Assisted at Registrar at LAU: archived, printed documents and assisted in administration.
- Member of Consulting, Entrepreneurship, and Finance Clubs at Lebanese American University.

### **Skills**

- Soft Skills: Communication, management, planning, mentoring, problem-solving, and teamwork•  
Tools: ERP, Discord, Slack, Freedcamp
- Languages: Fluent in English, Portuguese and Spanish.