

Safwan Nawfal

Beirut, Lebanon

+961 76 687 160

safwannawfal4@gmail.com

EDUCATION

Lebanese American University (LAU), Byblos – Lebanon (09/2017-06/2020)
Bachelor of Science in Banking and Finance, Placed on the Honor list

Lebanon Evangelical School for Boys and Girls, Louaize – Lebanon (05/2016)
Lebanese Baccalaureate in Sociology and Economics

PROFESSIONAL EXPERIENCE

Allianz SNA, Aley, Lebanon

Financial Consultant (07/2019-Current)

- Offering expertise to customers about adequate retirement plans and insurance policies
- Signing in new customers for the company and provided them with insurance policies

Roadster Diner, Hazmieh, Lebanon

Waiter (04/2017-06/2019)

- Taking food orders from customers
- Ensuring that the tables are always clean and ready to have customers
- Doing daily cash checking regarding the sales of the tables served throughout the day

Movenpick Hotel, Beirut Lebanon

Waiter (06/2016-10/2016)

- Taking orders from customers
- Ensuring that all the needs of the customers are fulfilled
- Following up with the manager regarding any extra duties needed

LEADERSHIP & EXTRACURRICULAR ACTIVITIES

Lebanese American University, Dean of Students' Office

Student Assistant (09/2018-06/2020)

- Being involved in Campus Life Activities' Organization, logistical support and event management such as the career fair, new students' orientation

Global Classroom Lebanese American University Model United Nations (MUN) & Lebanese American University Model European Union (MEU), Beirut/Byblos/Sidon – Lebanon

Director of Logistics and Operation (09/2019-06/2020)

- Leading and assisting a team of 17 coordinators in organizing the logistics and managing the operations of five training sessions and a final conference
- Actively monitoring the job of each team member and periodically reported the team progress to Upper Management
- Calling for regular weekly meeting to check on the work progress of each secretariat member

Logistics and Operations Coordinator (09/2017–06/2019)

- Helping in planning and organizing the logistics of the training sessions and the final conference
- Helping the staffers in any operational difficulties they face

Global Classroom Lebanese American University Model United Nations (MUN), Beirut/Byblos – Lebanon

School Advisor for the Lebanese Evangelical School Louizeh-Baabda (09/2015-03/2016)

- Training the school's participating delegates and preparing them for the conference
- Following up with the students during their research and work for the conference
- Giving the students advice regarding how to deal with several debate challenges

KEY ACHIEVEMENTS & AWARDS

- Most Improved Player of the Year of the Lebanese American University Rugby Team (2018)
- Position Paper Award at GCLAUMUN (03/2015)

COMPUTER SKILLS

- Proficient in Microsoft Office (Word, PowerPoint and Excel)
- Proficient in Google Drive, Google Sheets, Google Forms

LANGUAGES

- Fluent in spoken and written English and Arabic