

# Hala Zeidan Nasser

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**Objective:** Applying for a job

## EDUCATION

<b>Lebanese American University (LAU), Beirut, Lebanon</b> Double Major: BS in Business Studies – Emphasis Accounting BS in Hospitality and Tourism Management <b>Honors Student (50% Scholarship)</b> <b>Houssam Hariri High School (HHHS)</b> Lebanese Baccalaureate L.S. (excellence with honors - average of 90)	Sept. 2016 – Expected June 2020 CGPA 3.99/4  Sept. 2000- June 2016
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## WORK EXPERIENCE

<b>Assistant - Hospitality and Tourism Management - LAU, Beirut, Lebanon</b> • Handle administrative tasks at the Hospitality department (answering calls , assisting people, arranging schedules)	Sept. 2016 – May 2020
<b>Intern, Jubaili Bros, Saida, Lebanon</b> • A rotation internship in: sales, purchasing, accounting, administration and human resources	August 2019
<b>Intern, Ernst and Young, Lebanon</b> • I was assigned to do auditing tasks, worked on data analytics, and operated on EY Canvas	June 2019
<b>Waitress, Deek Duke, Hamra, Lebanon</b> • Waitress in Deek Duke where we guarantee providing an excellent service to our guests	Sept. 2018 – May 2019
<b>Intern, Le Gray, Beirut, Lebanon</b> • Waitress and hostess in Indigo on the Roof, Cherry on the Rooftop, and the Cigar Lounge	May - July 2018
<b>Supervisor, Dubai Airshow, Bar Dubai, Dubai</b> • Supervisor of Gulf Stream Chalet where I managed to serve clients willing to buy private jets	November 2017
<b>Tutor, Abra Educational Center, Saida, Lebanon</b> • Taught English language to grade 7 students and SAT for grade 11 students	June - July 2016
<b>Monitor, Enfants du Soleil, Maghdushi, Lebanon</b> • Supervising children and organizing recreational activities	June - July 2015

## VOLUNTEER WORK & EXTRA-CURRICULAR ACTIVITIES

<b>Beta Gamma Sigma - Lifetime member</b> • Member of an academic honor society	October 2017-present
<b>Tutor in Saida Orphanage Center</b> • Tutoring orphans and helping them in their daily studying duties	October 2019
<b>Treasurer - LAU Hospitality Club, Beirut, Lebanon</b> • Responsible for financial matters concerning hospitality events on campus	Spring Semester 2017
<b>Member - LAU Social Work Club, Beirut, Lebanon</b> • Organizing events and helping those in need (refugees, orphans, poor people...)	Fall Semester 2016
<b>President - UNDP Program HHHS Model United Nations (MUN), Saida, Lebanon</b> • Managing, organizing, and coordinating the whole committee	2015-2016
<b>Chair - Security Council Committee HHHS MUN, Saida, Lebanon</b> • Managing, organizing, coordinating the committee under the assistance of the president	2014-2015
<b>Student participant- LAU MUN, Beirut, Lebanon</b> • Represented 2 countries (one country per participation) where negotiations occurred on international topics	2011-2012 & 2013-2014

## CERTIFICATIONS /AWARDS

- Honorable Mention Award - HHHS MUN (January 2014)
- Position Paper Award – LAU MUN (2011-2012)

## SKILLS

**Computer:** Microsoft Office (Word, Excel, Power Point)

**Languages:** Arabic and English

**Personality skills:** time management, patience, team oriented, leadership, communication, good listener, and dedication

## HOBBIES

Swimming, physical fitness, and Basket Ball (School Team for 2 years)