

Yara Hamad

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Summary

Mechatronics Engineering student minoring in International Affairs with strong written and oral communication skills. Acknowledged for excellent leadership and management abilities. Extremely dependable and detail oriented. Interested in expanding technical experience by joining an innovative, goal-oriented team.

Skill Highlights

- Presentation skills
- Leadership and management skills
- Java Programming
- Microsoft Office and Autocad
- Documentation and reporting
- Written and oral communication
- Attention to detail
- Analytical and critical thinking abilities
- Ability to visualize

Experience

School Relations Coordinator - 09/2019 to current**Outreach and Civic Engagement Simulation Models, Lebanese American University, Lebanon**

- Acknowledged School issues and resolved their problems quickly and efficiently.
- Promoted the university's simulation programs to schools nationwide.
- Effectively Communicated updates and useful information to school advisors.
- Ensured the satisfaction of participating schools and my constant availability to assist them.
- Fulfilled administrative duties including completing and filling forms, generating payment slips, conducting phone calls, documenting meeting minutes, and sending emails.
- Greeted school representatives and checked them in on event days.

Phonathon Caller – 02/2020**Development Office, Lebanese American University, Beirut, Lebanon**

- Updated and validated Alumni records.
- Promoted the University's campaign to fund the financial aid department.

Summer Intern - 06/2019 to 07/2019
National Bank of Kuwait, Kuwait City, Kuwait

- Received first place award as recognition of displaying the highest level of performance and achievement.
- Administered procedures such as recruitment, employee performance, and interviews.
- Assisted the Human Resources Department in handling and filing job applications.
- Assisted job applicants with their applications and informed them about required documents.
- Attended intensive educational sessions about banking.
- Attended intensive educational sessions about public relations and handling social media accounts.
- Generated content ideas for the bank's social media posts.

Social Media Specialist - 02/2018 to 03/2018
Civic Education Workshop, Washington D.C., United States of America

- Collaborated with fellow social media specialists to generate content to be posted on social media platforms.
- Documented the workshop through social media posts on Facebook, Instagram and Twitter.
- Constructed brief and informative descriptions of workshop activities.

Community Service

Math and Science Tutor - 09/2017 to 05/2018
Leu Civic Center, Mascoutah, IL, United States of America
Mascoutah High School, Mascoutah, IL, United States of America

- Assessed the performance of middle and high school students and used appropriate techniques to enhance their performance in math and science related subjects.
- Conducted tutoring sessions for high school students in math and science related subjects.

Volunteer - 01/2015 to 06/2017
Spread the Passion, Kuwait City, Kuwait

- Educated event attendees about the nature of the organization.
- Assisted in packing and delivering donations.
- Greeted and checked in guests during the organization's educational events.

Education

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| Bachelor of Engineering in Mechatronics Engineering Lebanese American University, Beirut Campus, Beirut Lebanon | May, 2024 |
| Secondary School Diploma Fajer Al Sabah Private School, Salmiya, Kuwait Mascoutah High School, Mascoutah, IL, United States of America Fajer Al Sabah Private School, Salmiya, Kuwait | May, 2019 Sep, 2018 - May, 2019 Aug, 2017 - May, 2018 Sep, 2006 - May, 2017 |

Awards

U.S. Department of State, Kennedy Lugar Youth Exchange and Study Scholarship (2017-2018)
U.S. Department of State Service Award (April, 2018)
Ooredoo Service Award (July, 2016)
PAL Advanced Leadership Training Award (April, 2018)
National Bank of Kuwait Top Intern Award (July, 2019)