

Osama Saadeh

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Profile

I am an enthusiastic lively person, who is well-organized, time-aware, and diplomatic in communication and interaction with people. My drive or passion is to seek knowledge and accept challenges, by which the mind and soul develop; thus, reaching enlightenment to enlighten the world.

EDUCATION

From 08/17 to present	American University of Beirut (AUB) Bachelor in English literature, with Emphasis on Writing Expected Date of Graduation: June 2021 Relevant Courses Taken: Tutoring Writing, Advanced Academic English, Introduction to Translation (Arabic-English; English-Arabic) GPA 3.2; Honors: Dean's list for 2 consecutive semesters	Beirut, Lebanon
From 01/20 to 06/20	University of Oslo Erasmus+ Exchange student in English Literature Duration of Stay: January 2020 - June 2020 Relevant Course Taken: History of the English Language Honors: Erasmus+ Scholarship for Academic Excellence	Oslo, Norway
From 09/04 to 06/17	Al-Iman Pilot School Class of 2017 in Economics & Sociology	Beirut, Lebanon

EXPERIENCE

From 06/20 to present	Issam Fares Institute for Public Policy and International Affairs (IFI) at AUB	Beirut, Lebanon
Program	Position Being Held: Research Intern in the Education and Youth Policy Research <ul style="list-style-type: none">• Transcribing & translating recorded interviews (Arabic – English)• Gathering sources and writing for research projects	
From 01/19 to 01/20	Pen & Knowledge Centre	Beirut, Lebanon
	Position Held: English Tutor <ul style="list-style-type: none">• Helped 10+ students with their English Assignments during the school year.• Developed and devised a 2-month intensive English summer course (for enhancement of reading, speaking, writing, and listening skills).• Handled and managed two classes during the summer course; one consists of teenagers (13-17 years old), and another of kids (7-11 years old).• Students have shown immense progress during my time there (from failing grades to relatively good ones).	
From 09/18 to 12/19	The Writing Centre – American University of Beirut	Beirut, Lebanon
	Position Held: English Writing Tutor <ul style="list-style-type: none">• Presented to over 10 classes (English, Nursing, and Public Health) about the Writing Centre services.• Tutored university students at all levels (Bachelor, Master, and Doctorate) in various fields (Engineering, Nursing, Business, Biology, English, Political Science, etc.).	

- Translated Writing Centre resources from English to Arabic.
- Dealt with university students of different personalities and natures (stubborn, dyslexic, moody, anxious, overemotional, etc.).
- Served students in need when protests and riots were swarming the country.
- Tutored and helped Master and PhD students in their thesis and dissertation projects.
- Managed, in most times, to finish the student's needs within the designated 30 mins for the session.

From 06/19 to 07/19

Freelance English Editor

Beirut, Lebanon

- Edited a bachelor's degree final project for a university student at the American University of Sciences and Technology (AUST).
 - Worked on the structure, clarity of thesis, organization, tone/voice, coherence of ideas, and grammar. The student took an A on her final project.
- Edited a thesis project for a Master student at the Lebanese American University (LAU).
 - Gathered and reviewed approximately 40 scholarly articles on "Blockchain technology and the Insurance Sector."
 - Edited mainly the structure, organization, and the diction used in the thesis project.
 - Further developed and elucidated the student's thesis project.

From 12/18 to 01/19

International Tribunal

Position Held: Research Assistant

Beirut, Lebanon

- Assisted an AUB Instructor in Civilization Studies to write a literature review on Information Sharing.
- Gathered and reviewed more than 20 relevant scholarly articles to write a quantitative comprehensive literature review on the "Incentives of Information Sharing."

PROJECTS ACCOMPLISHED/OR EXTRA CURRICULAR ACTIVITIES

- **Published the first issue of the AUB Writing Center's Newsletter:**
https://www.aub.edu.lb/fas/writing_center/Documents/Click%20to%20read%20the%20first%20issue%20of%20the%20AUB%20Writing%20Center%27s%20Newsletter%2c%20written%20by%20fall%202018%20ENGL%20263-346R%20Tutoring%20Writing%20students.pdf

- **Volunteered in organizing and unboxing books at Ibad Ul-Rahman Library**

SKILLS

Languages: Native in Arabic (oral and written), and fluent in English (oral and written).

Computer Skills: MS Word, Excel, PowerPoint, and Internet use.

Research Skills: Analysis of Information from different sources, Critical Analysis, and Finding information off the internet.

Soft Skills: Critical Thinking, Leadership, Confidence and Independence, Communication, Diplomatic, Language, Organizational, Management, and Adaptability.

References

- Amy Zenger, Director of the Writing Centre at AUB; Tel: +961 81 724 290, az07@aub.edu.lb
- L'Emir Ali Harfouch, AUB Instructor in Civilization Studies; Tel: +961 76 872 429, ah231@aub.edu.lb
- Noha Agha, Co-Director of Pen & Knowledge Centre; Tel: +961 03 656 06, em.noganoga123@hotmail.com