

Mitsi Bou Arbid

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EDUCATION

Saint Joseph University

2018 – Present

Master's Degree in International Relations

Saint Joseph University

2014-2018

Bachelor's Degree in Translation

(Arabic - French - English)

Collège des Soeurs des Saints-Coeurs (Sioufi)

2014

French and Lebanese Baccalaureates

WORK EXPERIENCE

Arabnet

September 2019-Present

Junior Consultant

- Worked on a Publication commissioned by the Kuwait Foundation for Advanced Sciences on the impact of Digital Innovation on the Hospitality sector in Kuwait.
- Conducting interviews – Translation and Transcription of interviews – Report Writing

Program Producer

- Managing interactions and communications between speakers and entrepreneurs for Arabnet's conferences
- Selecting appropriate startup candidates and international investors for Angel Investment events.
- Selecting, contacting, and scheduling multinational speakers and workshop panels for Arabnet Riyadh 2019.
- Organizing, planning, and conducting selections for BIBAN Riyadh 2020.
- Using Slack, Asana, and Excel timesheets to facilitate workflow

IN2

March 2019–September 2019

Quality Assurance Officer

- Determining, negotiating and agreeing on in-house quality testing procedures.
- Writing, Performing, reporting test cases up to standards and specifications.
- Assessing and meeting customer requirements.
- Compiling, analyzing, and following through on feedback and reports.
- Using Slack and Jira to facilitate different processes.

Librarie Stéphan

2016-2019

Librarian

- Cataloguing, labelling, and adding new books and resources to the library database.
- Assisting customers with enquiries and book selection.

SKILLS, INTERESTS & CERTIFICATES

- **Certificates:** Red Cross First Aid, Model United Nations, USJ Youth Parliament.
- **Languages:** English (Native), French (Native), Arabic (Native), German (Beginner)
- Proficient in MS Word, Excel and PowerPoint.
- **Skills:** Leadership, Management, Teamwork, Customer Relations, Writing, Communication.
- **Interests:** Reading, acquiring new skills, socializing, learning new languages