



Petra Saghbini

Nationality: Canadian / Lebanese

I'm a hardworking, persistent, motivated and adaptable person with excellent leadership and team work skills. I strongly believe in "where there's a will, there's a way" as a life motto.

PERSONAL INFORMATION



petra.saghbini20@hotmail.com



+96170102514



Zahle, Bekaa, Lebanon



petra.saghbini20



linkedin.com/in/petra-saghbini-62987489

WORK EXPERIENCE

Business Department Manager and Instructor

American University of Science and Technology

10/2012 – Present

Zahle, Lebanon

AUST is a non-sectarian university. It offers undergraduate/graduate degrees in Business, Health, Arts/Sciences & Engineering. It's IACBE and ABET certified.

Tasks and Responsibilities

- Advise and mentor students in their final senior projects
- Prepare semester reports about the department and about students' progress
- Develop a course offerings for each semester
- Maintain and grow professional relationships with local industries for the purpose of securing internship/job positions for business students
- Advise students on courses to choose during registration
- Coordinate and supervise the work of all business instructors
- Propose short term and long term strategies for the business department
- Hold orientation sessions for high school students & Attend and hold university fairs for marketing purposes
- Teach business courses online and in classrooms. Courses Taught include: "Entrepreneurship", "Management Principles", "Marketing Principles", "Consumer Behavior", "Human Resources Management", "Strategic Management", "Organizational Behavior", "Active Learning and Research Methodology" and "International Marketing/ International Business", "Work Readiness".

SKILLS

- Teaching
- Leadership
- Management
- Online Teaching
- Team work
- Active Listening
- Communication
- Computer
- Research
- Problem Solving
- Customer Service
- Customer Orientation
- Interpersonal
- Adaptability
- Conflict Resolution
- Decision Making
- Critical Thinking
- Public Speaking
- Strategic Management
- Time Management
- Fast Learning

EDUCATION

(Note: Currently seeking a PhD position)

- **Masters of Science in Business Management**

American University of Science and Technology

02/2013 – 06/2017

GPA: 4.0/4.0

Thesis Topic: Blue Ocean Strategy: the Case for Lebanon

- **Bachelor of Science in Business Management**

American University of Science and Technology

09/2009 – 07/2012

GPA: 4.0/4.0

Final Project: Total Quality Management at KFC Lebanon

- **College Studies in Pure and Applied Sciences**

Vanier College - Canada

09/2008 – 06/2009

GPA: 3.7/4.0

- **High School Studies**

St Maxime School - Quebec Canada

2003 – 2007

GPA: 3.8/4.0

CERTIFICATIONS

- Fundamentals of Digital Teaching and Learning - BlackBoard (June-July /2020)
- Work Ready Now! - USAID/EDC (06/2020)
- Certified Digital Marketing Professional - Pearson/Morgan International (07/2018)
- Certificate of Proficiency in English - University of Michigan (06/2010)
- Guidelines for Assessment in Emergencies - Red Cross (07/2009)

HONORS & AWARDS

- High Distinction Award - MS and BS degrees (09/2012 – 09/2016)

American University of Science and Technology

The High Distinction President Award is given to the student who graduates with a GPA of 4.0/4.0 in both undergraduate and graduate degrees

- The Governor General Academic Medal (2006 – 2007)

Governor General of Canada

The Governor General Academic Medal is awarded for academic excellence to the student who achieves the highest average upon graduating from high school.

- Honor's List (2007)

Vanier College - Canada

This was in recognition of high academic entrance qualifications

VOLUNTEER EXPERIENCE

Center Manager

Lebanese Red Cross- Youth Department

06/2008 – 12/2015

Rayak, Lebanon

Volunteer

Sawa Mne2dar - Assistance in Crisis

04/2019 – Present

Project Manager - Volunteer

Rayak Municipality

12/2017 – Present

LANGUAGES

English

Full Professional Proficiency

French

Full Professional Proficiency

Arabic

Native

Spanish

Elementary Proficiency

INTERESTS

- Research
- Career Development
- Volunteering
- Social Work
- Crisis Management
- Elderly Assistance
- Teaching
- Project Management
- Traveling