

## PROFILE

Dedicated and self-driven Data Analytics graduate with strong attention to detail and accuracy. Skilled at analyzing data, executing multiple administrative tasks, and completing professional presentations and reports.

## CONTACT

rita.khalifeh121@gmail.com

+961 71 048838

106 Blue Zone, Abi Hachem  
Bldg., 4<sup>th</sup> Floor

Shaileh Kesserwen, Lebanon

## COMPUTER SKILLS

- Microsoft Office
- VBA
- R Studio
- C++
- MatLab

# RITA KHALIFEH

## MATHEMATICS/DATA SCIENCE GRADUATE

### EXPERIENCE

#### Unit Coordinator

MetLife SAA, Lebanon: 2017 – 2019

- Assist the unit manager with daily duties.
- Issue automatic offer illustrations and manual offer via Excel to meet clients' needs.
- Issue weekly reports and numbers.
- Coordinate between the agents and the head office.
- Assist the agents and follow up on pending requirements and uncleared policies.
- Follow up on agent contests and their remaining target balance.

### INTERNSHIPS

#### Life Underwriter Trainee

Arope Insurance, June 2019 – August 2019

#### Sales Administration and Life Relations Trainee

Fidelity Assurance and Reinsurance, January 2017 – March 2017

#### Financial Consultant Trainee

Allianz SNA, November 2016

#### Actuarial Science Trainee

LIA Insurance, July 2016

### OTHER JOBS

#### Wedding/Events Hostess

Select Agency, July 2018

#### Kindergarten Teacher

OASIS AIS Summer Camp, 2010 – 2015

#### LA DO Music School

Piano and Solfege Teacher, 2016 – 2017

Private Teacher (Math, Agenda, Piano), 2016 - Present

## INTERPERSONAL SKILLS

- Analytical Skills
- Communication Skills
- Organizational Skills
- Team Work
- Time Management

## LANGUAGES

- Arabic – Native
- French – Fluent
- English – Fluent
- Italian – Basic

## QUALIFICATIONS

### **MSc - Actuarial and Financial Mathematics**

The Holy Spirit University of Kaslik, 2017 – 2019

### **BSc - Pure Mathematics**

Lebanese University, 2012 – 2017

### **Baccalaureate - Classical Piano**

Lebanese National Music Conservatory, 2006 – 2016

### **Lebanese Baccalaureate - General Science**

Collège Saint Joseph Antoura, 1997 – 2012

## VOLUNTEERING

Youth of Mary, 2018 – Present

MISEVI Antoura, 2012 – 2015

## PERSONAL INTERESTS

Dancing  
Cinema  
Music  
Swimming  
Hiking  
Travelling