

KAREN HEKIMIAN

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EDUCATION

Political Science, Lebanese American University- *Bachelor of Arts*

January 2017-June 2020

- Graduated with honors (with a cumulative GPA of 3.2)
- Minor in Journalism
- Secretary of the Environment club at LAU Beirut
- Active member of various university clubs including Ted X Lau, Armenian club, Astronomy club, and the Music club
- Recipient of the annual AGBU International Scholarship
- Volunteered in many on and off campus events and activities including representing the university
- Participated in the university "Work-Study" Program
- Contributor in the "Mosaic" newspaper
- After successfully completing a STEM emphasized training program sponsored by the U.S. embassy in Lebanon, became one of the 5 leaders responsible for project management and social media growth for the winning team of the 2016 annual competition
- Various volunteering experience which includes aiding, supporting and encouraging runners in the annual "Beirut Marathon", cleaning the beach with "Operation Big Blue Association", and helping underprivileged families in NGOs such as "Food Blessed" and the "Armenian Relief Cross"

AGBU TAROUHY-HOVAGIMIAN SEC. SCHOOL-LEBANESE BACCALAUREATE

SEPTEMBER 2002-JULY 2016

EXPERIENCE

Hidden Road Initiative, Remote- Teaching Assistant

July 2020- August 2020

Hidden Road Initiative (HRI) is a charity organization dedicated to teaching students in remote villages in Armenia. The HRI has over 30 instructors from the States, Lebanon, and Armenia. This year, due to the COVID Pandemic, the teaching was done online, mainly on zoom

Lebanese American University, Beirut, Lebanon- Assistant in the university's social sciences department

January 2018-May 2020

- Assisting the chairperson as well as the professors with their daily tasks and activities
- Handling administrative tasks
- Helping students with their academic concerns and needs
- Answering calls and inquires whenever needed

Armenian Embassy, Mtayleb, Lebanon

May 2018-Sep 2018

- Received visitors prior to their meetings with the ambassador
- Assisted the ambassador in his daily tasks
- Scheduled appointments and answered inquiries
- Managed the embassy's official social media accounts
- Processed citizenship applications, issues visas and certificates in the counselor section of the embassy

Lebanese American University, Beirut, Lebanon – *Library Assistant*

Jan 2017-January 2018

- Supervised floor 8 of the Riyad Nassar Library
- Assisted students and professor in printing, scanning, photocopying, and related activities
- Assisted the Library's cataloging department by marking, cataloging, and validating books

SKILLS

- Proficient in Microsoft Office
- Basic skills in photo, sound, and video editing (on Adobe Audition, photoshop and iMovie)
- Experienced in research
- Social media and online marketing skills (SEO)
- Able to work under pressure as well as within a team
- Leadership, communication, and critical thinking skills
- Big self-learner-completed online courses from various leading platforms ranging from Udemy to Google
- Content creation

AWARDS

- Listed in the University's honor's list
- First place in the annual Hands on STEM competition organized by the U.S. embassy in Lebanon (2016)
- Participation award for the GC LAU MUN (2015)

LANGUAGES

- Arabic-fluent
- English-fluent
- Armenian-fluent
- French-elementary level