

Greta A. Assaf
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OBJECTIVE

Business Administration graduate with a concentration in Human Resources. (Concentration Courses: HR Analysis, Judgment and Decision Making, Human Resources Management, Organization Behavior, International Management)

EDUCATION

American University of Beirut, Beirut, Lebanon.

September 2017-May 2020

BA in Business Administration.

Dean's Honor list

Fall 2019

Spring 2019

Fall 2020

Spring 2020

GPA 3.6

Amjad High School, Beirut, Lebanon.

October 2002-June 2017

Baccalaureate in Economics and Sociology.

EXPERIENCE

Azadea, Beirut, Lebanon

June 2019-August 2019

Job title: Intern in Talent Performance Department.

Major tasks included:

- Conducting a leadership training module for shop managers.
- Executing exit interviews.
- Working on a sexual harassment awareness video that was to be posted on the Azadean app that all employees have access to.
- Designing promotion processes for front of the house and back of the house employees.

EXTRACURRICULAR ACTIVITIES

- Member at TEDxAUB club
- Latin dance club
- Participated in the gaming team of AUB outdoors
- Won second place in AUB's science fair contest
- Participant in the Model United Nations (MUN) that is held annually by the Lebanese American University

SUMMARY SKILLS

Languages: English (fluent), Arabic (native), French (beginner).

Computer skills: MS Word, Excel, PowerPoint.

Soft skills: Teamwork, communication, interpersonal, coordination, organization, time management, emotional intelligence, conflict management.

Interests: Latin dancing, swimming, playing guitar, reading, hiking.