

Diana Ftouni
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I am a fresh graduate in Business Finance, seeking an opportunity where I can implement my acquired skills. I have excellent oral and communication skills and have been involved in many leadership programs.

EDUCATION

BS in Business Administration with emphasis on **Banking and Finance**

Lebanese American University (Major GPA 3.76, Overall GPA 3.65) 2017-2020

WORK EXPERIENCE

Trainer, GC LAU Model United Nation (MUN) September 2017 – February 2020

- ✓ Trained delegates from different schools across Lebanon to become ambassadors of countries during a United Nations simulation 2-day conference
- ✓ Trained delegates to enhance their skills such as leadership, teamwork, role playing, public speaking skills, diplomacy, and negotiation

Trainer, Model Arab League (MAL) September 2017 – February 2020

- ✓ Trained delegates from different schools across Lebanon to become ambassadors of countries during an Arab League simulation 2-day conference
- ✓ Enhanced delegates' understanding of Arab integration and bettering Arab relations

Customer Service, Lida Call Sales, Touch Dealers June 2017 / June 2018

- ✓ Answered phone calls for any inquiries regarding
- ✓ Trained and assisted new interns about the expected work tasks

Customer Service, Telco Travel June / July / August 2015 - 2016

- ✓ Prepared travel packages and insurance policies for customers per their request
- ✓ Booked flight tickets and accommodation

Brand Ambassador, Synkers November 2017 – February 2018

- ✓ Promoting the application to potential customers
- ✓ Sharing input and ideas to the company to enhance door-to-door marketing strategies

EXTRACURRICULAR AND VOLUNTEER WORK

Vice President, LAU Fashion Club January 2018 - May 2018

Awareness and Logistics Volunteer, No Label December 2017 – Present

Director of the ILC New York, Global Classroom International Conference March 2018

LANGUAGES

- Fluent, English and Arabic
- Basic, French and Turkish

SKILLS

Public Speaking Written Communication Time Management
Problem Solving Analytical Abilities Oral Communication