

ADEL BOU ALIA

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Senior Biology student passionate about science, technology, research and academia, with over 4 summers and 2 years of work experience in different domains including teaching, administrative work, customer service and other fields. The diversity of my work experience and academic interests allow me to tailor my skills to the employer's needs. I am known for my ambition, creativity and highly active role in teams.

EXPERIENCE

MARCH 2019 – PRESENT

PRIVATE PART-TIME TUTOR

- Tutored 6th Grade English language (Grammar, comprehension skills and reading, oral presentations, writing)
- Currently tutoring High Level and Standard level Biology and Standard Level Chemistry for 11th grade International Baccalaureate (IB).

AUGUST 2019 – DECEMBER 2019

ASSISTANT DIRECTOR OF TRAINING AND EDUCATIONAL DEVELOPMENT, 15TH GLOBAL CLASSROOMS LAU MODEL UNITED NATIONS

- Designed a recruitment process for the team, alongside 5 other assistants under the supervision of the director and secretary general.
- Participated in the recruitment process of 100 trainers based on selective criteria: personal, technical and intellectual skills.
- Participated in the creation of the training material of the leadership program for high schoolers and middle schoolers.
- Provided group guidance sessions for the trainers on how to deliver the material for high schooler/middle school students effectively and precisely.
- Monitored the live training sessions alongside the assistants, director and secretary general and coordinated with other teams in the program.

- Provided constructive feedback on performance to team members and director whenever deemed necessary.

SEPTEMBER 2018 – MARCH 2019

EDUCATIONAL TRAINER AND DAIS MEMBER, 14TH GLOBAL CLASSROOMS LAU MODEL UNITED NATIONS

- Trained a class of 33 high school students to write speeches and deliver them effectively in front of an audience.
- Trained students on effective research skills, finding reliable resources, citing and interpreting information online.
- Trained students on soft skills such as negotiation, conflict resolution and debate.
- Explained how the United Nations worked, introduced the different UN organs and performed group simulation activities to enhance the class's understanding of the material.
- Moderated open discussions with the students about recent global topics such as gender equality and education, the Sustainable Development Goals, climate change and youth empowerment.
- Directed the UN Office for Drugs and Crime and the UN Security Council Final conferences: ran through extensive selection criteria to choose the most well-rounded delegates in order to award university scholarships based on their performance at the end of the program.

AUGUST 2018 – JANUARY 2020

STUDENT ASSISTANT, RIYAD NASSAR LIBRARY-LAU BEIRUT

- Fulfilled book requests and took responsibility of shelving returned books.
- Provided help around the library to students or employees whenever deemed necessary.

JUNE 2014 – AUGUST 2018

ADMINISTRATIVE ASSISTANT, GOODIES SAL

- Managed and organized company paperwork on a daily basis.
- Provided various forms of help and support to employees upon request.
- Answered customer calls in call center and redirected them to appropriate sections/personnel.

- Reported customer complaints to the Human Resources department.
- Reported technical damage at offices/showroom and followed up with the issue until it was resolved.
- Promoted to the Purchase Department in the fourth summer and trained by Purchase Manager Assistant on data entry, creating item cards, price editing...
- Recorded shelf numbers of all company warehouse products and manually inserted the numbers for each item on Microsoft Dynamics Navision and an Excel spreadsheet.

EDUCATION

AUGUST 2018 - CURRENT

BSC. IN BIOLOGY, LEBANESE AMERICAN UNIVERSITY (LAU)

Current CGPA: 3.59 (Distinction)

Minoring in Chemistry

SEPTEMBER 2004 – JUNE 2018

LEBANESE BACCALAURATE PART II, HARIRI HIGH SCHOOL III

Graduated with distinction

SKILLS

- | | |
|-------------------|-----------------------|
| • Research | • Time management |
| • Public speaking | • Precision |
| • Teamwork | • Attention to detail |
| | • Microsoft Office |

ACTIVITIES

- Member of the LAU Beirut Science club.
- Scholar at the University Research & Discovery Program: currently receiving training in research skills, teamwork and project management, in addition to writing a research proposal.

LANGUAGES

- Excellent in speaking, reading and writing English and Arabic.
- Good in speaking, reading and writing French.