

Sara Al Naboulsi



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Date of birth: 28-5-1994

Career Objective

To find a challenging position that will meet my competencies, skills, education, and experience. A position as an active employee, involving responsibility and teamwork to attain the advancement and growth of the company...

Work experience

Lebanese American University

MEPI-TL Internship Coordinator

June 2019-Present

- Developing and implementing a comprehensive process to place TL students in useful and enriching internships to fulfill their civic and professional internship requirements while making sure they are linked to future job opportunities and career paths
- Coordinating with LAU career offices to identify top professional institutions willing and able to host students on internships as per the requirement
- Coordinating with LAU career offices to enhance students' employability rate through career workshops and fairs
- Connecting with local and international NGOs to coordinate TL student internships
- Advising students on opportunities available and coordinating with them to fulfill their requirements
- Collecting all the required documentation from students
- Endorsing creative tools for documentation: reflective essay, journaling, or method to note importance/reactions. Preparing events for students to share best-practices, reflect, and leverage as a growing opportunity – documentary, social media, other means to document highlights of their internship
- Reports the internships activity of TL students to the TL Program Coordinator on a monthly basis
- Putting together a comprehensive database of local and international institutions every year to provide more choices to students on internship locations.

Blom Bank SAL

Teller

Customer Service Representative

Dec 2016- October 2017

October 2017- June 2018

Byblos Bank

Internship (Hamra Branch)

June-July 2014

Banque Du Liban*Internship (Rotation across all departments)**Aug-Sep 2015***Lebanese American University***Public Relations and Media office Assistant (Financial Aid & Employment) Jan 2013- Dec 2015*

- Coordinating the social media of LAU
- Handling LAU's media accounts
- Organizing LAU's Annual Media Dinner/ Gala Dinner/ Graduation Ceremony

EDUCATION**Lebanese American University***Master of Science in Human Resource Management Expected Graduation in Dec. 2020**Related courses: Recruitment and Selection, Training and Development, HR Analytics...***Lebanese American University***Bachelor of Science in Economics, Emphasis in Banking & Finance Jan 2013- Dec 2015**Related courses: economic development, international economics, environmental economics, public finance, managerial finance, financial institutions, security analysis...***Extracurricular Activities*****Cycling circle****Sept 2016-Dec 2016**Took part of the cycling circle team as a guide in rides and biking activities in different Lebanese regions. In addition to organizing events that promote biking for people with health risks...****Private Teacher****Math, English, and Sciences for upper elementary students**Sept 2016- Jan 2017****AUB Dabke Club****Trained the team members for the 41st AUB folkdance festival**Spring 2016****Eduvation School Network****Activity folkdance instructor at Saint Mary's Orthodox College**Jan 2016-Dec 2016****Youth Stewardship Program****2010-2012***• Bladi Khadra / Jannat Bladi***Contributed to several cleaning and planting campaigns in various Lebanese regions. Visited Palestinian Refugees and gave unprivileged children reading and writing lessons.***Computer Skills:** Excel, Word, & PowerPoint.

Languages: Arabic (Mother language), English (Fluent), French (Beginner)

