

LYNN KHADDAJ

Beirut, Lebanon 🏠

+961 71682908 📞

leen.khaddaj02@gmail.com / lyk11@mail.aub.edu ✉️

www.linkedin.com/in/lynn-khaddaj 🌐



EDUCATION

Bachelor of Business Administration | American University of Beirut Sept. 2019 – Expected June 2022

Double concentration in Finance and Business information and Decision Systems.

GPA 3.78



ACHEIVEMENTS

Dean's Honor List | American University of Beirut

2019 - 2020

Lebanon's Top List: Programme for International Student Assessment | Organisation for Economic Co-operation and Development 2020



EXPERIENCE

Assistant Manager | Soft Mozart

2019 - PRESENT

- Analyzed data to database entry.
- Managed Forums and Social Media platforms.
- Assisted customers whenever necessary.



SKILLS

Business

Time Management, Problem Solving, Teamwork, Strategic Planning, Communication.

Computer

Microsoft Office (Advanced skills), Adobe Premiere Pro (Advanced skills), SQL Server (Beginner to Intermediate skills).

Languages

English (Fluent), Arabic (Fluent), and French (Working Proficiency).



EXTRACURRICULAR ACTIVITIES

Member | Business Student Society - AUB

2019 – PRESENT

- Attended various workshops and activities hosted by leading professors in the business field.

Member | Lebanese Red Cross

2018 – 2019

- First Aid Training, and a Social/Environmental Activist.

Delegate | Model United Nations - LAU

2018 – 2019

- Worked among a team on economic, social, and health issues on a global scale.

Violinist | Lebanese National Conservatory

2012 – PRESENT

- Member of the Lebanese National Youth Orchestra.

Member | Speakers & Leaders Toastmasters - AUB

2019 – 2020

- Public speaking, Leadership Skills.

Leadership Team | Lebanese Scouts

2010 – 2019

- Team coordination, Environment Activist.