

Dana Sleiman

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PERSONAL PROFILE

Business Administration student with an interest in Finance and Sales. Lived in the MENA region and during high school years, in the US. Adaptable, sociable, and has a cross-cultural mindset suitable for any given situation.

EDUCATION

American University of Beirut (AUB) <i>Bachelor's in Business Administration - Concentration in Finance</i> <i>Fall 2019, Spring 2020, Fall 2020 Dean's honor list</i>	2017 – 2020
The Woodlands High School, TX, USA <i>High School Diploma</i>	2013 – 2016

WORK EXPERIENCE

Bank Audi, Beirut, Lebanon <i>Intern</i> <i>Dealt with customer service and support.</i> <i>Completed internal bank transactions with the support of a teller.</i> <i>Managed and created new accounts through KYC's.</i>	May – June 2019
Baker Hughes, a GE Company, Dubai, UAE <i>Shadow Week</i> <i>Attended meetings and introductions within the Finance and Logistics department.</i> <i>Observed processes in the Manufacturing and Operations site for the Oil Field Services.</i>	Jan 2019
KFN Legal Law Firm, Dubai, UAE <i>Intern - Accounting and Legal</i> <i>Gained knowledge on off-shore businesses and free-zones within the UAE.</i> <i>Managed accounts and organized accounting transactions.</i>	Dec 2018 - Jan 2019

EXTRACURRICULAR ACTIVITIES

AUB Club: Save Our Sea President <i>Planned trips and activities for club members.</i> <i>Managed social media and connected with potential volunteers and local NGOs.</i>	2020
Business Student Society Member <i>Virtual Stock Exchange Competition organizer.</i> <i>Dealt with ticket sales and registration of multiple contestants.</i>	2019
Big4 and After Competition: 3rd Place <i>Accounting competition supported by Ernst & Young and PriceWaterhouseCoopers.</i> <i>Engaged in multiple teamwork activities related to accounting, and practiced team synergy.</i>	2018
AUB Outdoors: Safety Team <i>University festival that attracts over 20,000 individuals across Lebanon.</i> <i>Provided security and safety measures across the campus during the festival.</i>	2018
Community Service <i>AUB Medical Center: Blood and platelet donor list contributor.</i>	2017-Present

WORKSHOPS & CERTIFICATIONS

Certificate of Outstanding Achievement: AUB <i>An AACSB accredited certificate for being the best student in the cross-cultural management course.</i>	2020
Business & Culture: Virtual Practicum Certification: AUB <i>Virtual exchange program provided by the University of Michigan at AUB.</i> <i>Focused on international business and cross-cultural management and communication.</i>	2020
Fullbridge U Program Certification: AUB <i>A 2-month career preparedness course focused on effective communication, teamwork, design thinking, and critical work management skills.</i>	2018
Young Entrepreneur Leadership Program: The Woodlands High School <i>Entrepreneurship workshop led by SCORE mentors.</i> <i>Gained knowledge on start-ups, and how to successfully manage and grow businesses.</i>	2016

SUMMARY SKILLS

Languages: English (fluent), Arabic (fluent), French (basic)
Computer Skills: Microsoft Office Suite, Reuter's Eikon
Soft Skills: Adaptable, creative, attentive, and cultural intelligence
Interests: Watersports, tennis, and music