

Jad El Katerji

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EDUCATION

Master's in Business Analytics | American University of Beirut-Mediterraneo (09/2023 - Expected: 07/2024)
Paphos, Cyprus

- Courses: Optimization and Simulation – Data Processing Frameworks – Applied Statistical Analysis – Business Understanding in Analytics
- GPA: 4.0/4.0
- Awarded 50% Scholarship
- Acted as general assistant for HR department

Bachelor of Business Administration | American University of Beirut (09/2018 - 06/2021)
Beirut, Lebanon

- Concentration: Finance
- Courses: Introduction to Programming – Strategic Management – Investment Management – Business Statistics
- Received academic honors for multiple semesters

PROFESSIONAL EXPERIENCE

Education Technology Consultant | CleverCue (12/2023)
Internship, Remote

- Assisting co-founder in planning and implementing strategic sales plan for Jeddah, Saudi Arabia.
- Facilitating engagement with over 15 schools in a span of 2 weeks, amplifying product visibility.
- Advising co-founder in his preparation of the sales pitch and demo, contributing to its refinement. These adjustments supported successful onboarding of a key educational institution during the visit.
- Diligently recording meeting minutes for all school meetings to ensure documentation of all customization and legal requests made by interested educational institutions.

External Consultant | Baker Tilly (10/2023)
Internship, Remote, Cyprus

- Facilitated seamless communication between a team of graduates (AUB Mediterraneo) and Baker Tilly.
- Collaborated with the team to forecast the Supply of the healthcare workforce in Cyprus and conduct a comprehensive GAP analysis as part of Baker Tilly's project for the Republic of Cyprus's Ministry of Health.
- Prepared and presented methodologies to the Project Director and Senior Consultant, fostering meaningful discussions, and incorporating their input on the final implementation methodologies.
- Successfully implemented methodology and presented the final analysis and recommendations as an Excel file and report to Baker Tilly, ensuring accurate representation of the findings.

Administrative Coordinator | Jeddah Private International Schools (10/2021 – 09/2023)
Jeddah, Saudi Arabia

- Generated tens of data files used for school-wide decision-making using advanced Google Sheets formulas.
- Conducted in-depth analysis of user feedback surveys and worked with department heads to leverage the findings for informed decision-making and procedural efficacy improvements.
- Worked with department heads on establishing and enhancing the school's data infrastructure by leveraging Google Workspace applications such as Sheets and Docs.
- Held a critical role in ensuring the smooth operation of the school's Student Information System, Engage, by co-handling the backend and guaranteeing a user-friendly experience.
- Managed school's social media platforms: Developed content calendars, captured photos and videos, analyzed campaign effectiveness, and presented findings and recommendations to top management.

EXTRACURRICULAR ACTIVITIES

Business Management and Analytics Society

(11/2023 – Current)

President

- Coordinating society's weekly meetings to ensure successful planning and implementation of events.
- Following up on tasks allocated to the society's committee consisting of 4 other members.
- Communicating with the society advisor, dean of business, and guest speakers to ensure event readiness.
- Preparing and sending out invitations and reminders to all internal and external attendees and guests.

CERTIFICATIONS

- SQL - MYSQL for Data Analytics and Business Intelligence
- Google Project Management: Professional Certificate
- Forward Program by McKinsey & Co

SKILLS

Languages: Arabic (native) – English (fluent)

Technical Skills: Python – R – Tableau – MYSQL – Advanced Excel – Google Workspace/Office – Data Cleaning – Data Manipulation – Data Visualization

Soft Skills: Teamwork – Communication – Decision Making – Attention to Detail – Leadership – Time Management