

## Nagham Abdel Razak

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### Education

**American University of Beirut (AUB)**

Beirut, Lebanon

**Bachelor's in Business Administration- Accounting Concentration**

August 2019-May 2022

**GPA:** 87.3/100 – Dean's Honor List Fall 2019

### Professional Experience

**Private tutor**

Spring 2020

- Tutored students in mathematical and computer science courses.
- Helped students in preparing for their exams and projects.
- Explained some lessons for the students who had difficulties in understanding their lessons.

### Extracurricular Activities

- Implemented a community service project that aims to improve an area in Akkar with a team.

### Volunteering activities:

**Youth Association of Blind (YAB) – Volunteer – Remotely**

Fall 2020

- Typed and scanned books in English and Arabic for visually impaired people

**Help Syria's Kids – Volunteer – Saida**

Spring 2019

- Taught Syrian children Arabic and English lessons.
- Helped Syrian children to read letters sent from American kids and respond to them in English.
- Helped Syrian children in reading and writing in English.

**Sawa Mninjah Association – Volunteer – Tripoli**

Spring 2020

- Helped in preparing and packaging lunch boxes for people in need.
- Distributed food boxes to people.

### Workshops

**Multimedia Essentials Workshop ( Dar Al Musawwir) – AUB**

Summer 2019

- Acquired skills in photography/ filming/ documentation.

**AUB Leadership Series – AUB**

Spring 2019

- Attended a session about Social Media and Emotional Intelligence.

**USAID Workshop series – AUB**

Winter 2019

- Social media workshop - Problem solving workshop - Time management workshop - The career aspirations workshop - Public speaking workshop.

### Summary Skills

**Languages:** Arabic (fluent), English (fluent), French (moderate).

**Computer Skills:** Microsoft Office (Word, Excel, PowerPoint, Access Database).