

EDUCATION**America University of Beirut, Lebanon**

Jan. 2017- Jun. 2021

Bachelor's in Business Administration, with a concentration in HRM and Marketing**GPA: 3.46/4**

Relevant courses: HRM (89/100); Judgement and Decision making (90/100); Performance Management (94/100)

Universidad Carlos III de Madrid, Spain

Sep. 2019 -Dec. 2019

Study abroad semester

- Human Resource Management - Consumer Behavior - Digital Marketing - Operation and Supply Chain Management
- Enhanced my cross cultural, teamwork and problem-solving skills, as well as my adaptability and openness to change

German School, Beirut, Lebanon

Sep. 2009-Jun. 2016

Colegio Bellas Artes, Maracaibo, Venezuela

Sep. 2002 -Jul. 2009

EXPERIENCE**Grid, Beirut, Lebanon**

Dec. 2020 -Feb. 2021

HR intern

Grid is an upcoming digital platform that connects Lebanese talents to the world

- Worked under the supervision of the HR manager to provide administrative support to the start-up
- Assisted with posting job advertisements to job boards and social media platforms
- Updated company databases by inputting new employee contact information and employment details
- Screened profiles for job openings and found potential partners for the start-up

Doculand Print & Copy Center, Beirut, Lebanon

Mar. 2018 -Aug. 2018

Part-time Sales

Doculand is the number one printing and copying center in Lebanon and the Region, providing high quality services while using the latest high-tech equipment

- Assisted with customer service, by answering phone calls, following up with orders and helping with customer's requests around the shop enhancing overall customer satisfaction
- Placed orders from inventory, received them, unpackaged them, and displayed items in the stationary section keeping everything organized and in place

EXTRACURRICULAR ACTIVITIES**AUB Women's Handball Varsity Team Member**

Sep. 2018-Present

AUB Business Student Society (BSS) – Marketing Team

Sep. 2020-Present

- Engaged in content creation, social media management, collaborations, created posters and established strategies to promote local business in Lebanon as of BSS's local business support system initiative launched in 2020

BCG Virtual Experience Program

Jun. 2020 (7 hours)

- Participated in the open access BCG virtual experience Program with Forage
- Modules Completed: Market Research - Data Analysis - Understanding Consumer needs - Client Recommendation

AUBMC, Beirut, Lebanon

Jul. 2015 -Aug. 2015

Volunteer at the Multiple Sclerosis Department

AUBMC is an academic medical center dedicated to improving the health in the community of Lebanon and delivering exceptional quality services

- Collected, organized, and entered paperwork into computerized data bases to transfer patient's physical files into digitized records. Overall alleviating the department's paperwork overload in a key transitional phase for the hospital.

WORKSHOPS AND CERTIFICATIONS**Business and Culture a Virtual Practicum, Beirut, Lebanon**

Feb. 2020-Apr. 2020

- Had the opportunity to take part in a first time given virtual course at AUB titled Business and Culture in partnership with the University of Michigan and the William Davidson Institute. It was a unique, rich, and very insightful cross-cultural experience to work with university students from 3 different countries including Egypt, Libya, and the United States. Overall enhancing my motivation, people oriented and teamwork skills

SUMMARY SKILLS**Languages:** Fluent in Spanish, English, and Arabic. Beginner in French and German**Computer skills:** Microsoft Office Skills: Word, Power Point, Excel, and Access**Soft skills:** Communication skills; Teamwork and Collaborative skills; Interpersonal/Cross-cultural skills; Writing skills; Research Skills, Dependability, Organization and Prioritization, Attentive to detail, Customer service**Interests:** Learning new languages; Traveling and meeting new people; Photography; All kinds of sports