

Nadine Safawi

Nationality: Lebanese

Date of Birth: 12/08/1999

Languages: Arabic, French, English

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PROFESSIONAL SUMMARY

Motivational business manager, highly driven for leading and succeeding. Experienced entrepreneur and startup enthusiast with passion for building businesses. Skilled in coaching, organizing and leadership.

EDUCATION

Bachelor Degree: Entrepreneurship and Family Business, American University of Beirut (AUB), Beirut (2018-2021)

Baccalaureate: Economic Sciences (SE) School, Amjad High School, Choueifat, Lebanon (2018)

Master Degree: Human Resources Management, American University of Beirut (AUB),

Beirut (2021-2022)

EXPERIENCE

Internship at Makhzoumi Foundation**January 2022-March 2022****HR Apprentice**

- Proper and accurate filing of personnel documents on daily basis (ID, CV, Bank account, NSSF...)
- Support the HR Unit in organizing learning and induction sessions
- Assist in data entry and proper follow up on leave management and administration of staff and personnel
- Support HR Unit by tracking and following up on staff requests and inquiries
- Assist in doing attendance (Check in, Check out) for employees
- Perform payroll duties
- Learn how to filter CVs, shortlist candidates
- Conduct interviews for candidates
- Learn how to do trainings and workshop sessions

Internship at Terre Des Hommes Italy (NGO)**March 2022- April 2022****HR intern**

- Learn how to filter CVs, shortlist candidates
- Conduct interviews for candidates
- Schedule trainings for employees
- Assist in data entry and follow up on administration of staff
- Filing personnel documents
- Perform induction sessions for new joiners
- Assist in doing attendance (Check in, Check out) for employees

Beirut Digital District**June 2021-August 2021****Research Intern**

- Collecting data about BDD

- Trying to design a future workplace for BDD after Covid pandemic
- Worked in designing workspaces and buildings equipped after Covid pandemic

World Of Toys Safawi Trading Co, Beirut, Lebanon

December 2020-January 2021

Purchase manager assistant

- Send emails to suppliers (orders, checkups)
- Check the items ordered (prices, quantity, packs)
- Contact shipping companies (follow shipments transactions, clear from customs)

World of Toys Safawi Trading Co, Beirut, Lebanon

December 2019 – February 2020

Sales assistant

- Welcomed and greeted customers
- Ensured high levels of customer satisfaction through excellent sales services

World of Toys Safawi Trading Co, Beirut, Lebanon

July 2019 - September 2019

Human Resources assistant

- Scheduled meetings, interviews and HR events
- Maintained digital and electronic records of employees

EXTRACURRICULAR ACTIVITIES

Participated in donating over 150,000 toy to children to “Children Cancer Center”

December 2016

Participated in “Design the Future: Post-COVID Hackathon” international competition

November 2020

Participated in “Future Health digital Hackathon” international competition

February 2021

In MEPI TLS program, I had the chance to write 2 papers for publishing about “Maltreatment of Women in a male-dominated world” and “Forms of violence and racial oppression against women”

WORKSHOPS AND CERTIFICATIONS

Earn certificates from Coursera for completing the following online courses

- “Initiating and Planning Projects” from University of California
- “Foundations of Everyday Leadership” from University of Illinois
- “Management Skills for International Business” from University of London
- “Marketing Analytics” from University of Virginia
- “Social Media Marketing” from Northwestern University

Earn a certificate from Unicef for completing “Food Assistance Minimum Standards” training course

Business Communication Skills Workshop, Beirut, Lebanon

Strategy Career Planning Workshop, Beirut, Lebanon

Developing Business Plans Workshop, Beirut, Lebanon

Got a scholarship from MEPI TLS Gender Scholar for 2 consecutive terms (fall 2020 and spring 2021) in the American University of Beirut

PROJECTS

- Finance project: worked on how to get the needed information of a company (statement of cash flow, financial statement, revenues...) from Thomson Reuters Eikon application. Analyzed all the values obtained from the application to see if this company is doing well.
- MSFEA Startup Pre-Acceleration Program: 3 months training program for startups. Worked on my startup which is an app that tries to help elderly people to get medical healthcare at home.

SUMMARY SKILLS

Computer skills: Excel, Word, PowerPoint, Access

Soft skills: Teamwork, Leadership, Time Management, Interpersonal Skills, Marketing

Interests: Traveling, Sports, Cooking and Baking, Reading, Donating to Charities