

# Dima Hamidi Sakr

Beirut, Lebanon

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## Educational Background:

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### Lebanese American University - Beirut, Lebanon

- Master in Business Administration Fall 2015
- Bachelor of Business Administration, with emphasis in Management Spring 2013

### Carmel Saint Joseph – Mechref, Lebanon

Summer 2010

- French ES Baccalaureate
- Lebanese ES Baccalaureate

## Work Experience & Internships

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### Lebanese American University- Beirut, Lebanon

#### Office of International Services- *International Services Program Coordinator*

March 2017-Present

- Manage more than 100 exchange, erasmus+ and study abroad programs
- Collaborate and communicate with overseas counterparts and partner institutions all around the globe regarding outbound and inbound student applicants
- Manage legal agreement between LAU and universities abroad
- Collect visa information for the different destinations
- Guide students through online application, acceptance, registration, transfer and evaluation processes of incoming and outgoing students
- Handle outgoing/ incoming faculty and staff mobilities
- Host incoming and outgoing pre-departure orientations for students (incoming and outgoing)
- Plan and coordinate campus events promoting exchange and study abroad programs
- Participate in International Staff Training Week abroad hosted by partners' universities to promote LAU exchange programs (once/ twice per year)
- Host the International Education Week once per year at LAU
- Manage Move-on software for outgoing mobilities
- Oversee the Buddy program ( interview, selection, training, activities and events)
- Responsible for the department's info posted on the website and social media
- Manage and promote ISEP for the student community
- Promote international scholarships, volunteering and internships opportunities to students

#### Office of International Services- *Part time assistant to the International Services Associate Program Manager*

August 2015- February 2017

- Coordinate Erasmus+ programs
- Guide students through online application, acceptance, registration, transfer and evaluation processes of incoming and outgoing students
- Plan and coordinate campus events promoting exchange and study abroad programs

#### Outreach and Civic Engagement- *Part time assistant to Study Abroad and Program Coordinator*

February 2014- July 2015

- Assisted in the coordination of Erasmus Mundus project
- Contributed to the organization and promotion of Beirut Marathon
- Helped manage the Study Abroad and the NGO fairs
- Supported the GOLD conference logistics through visa procedures, needed documents, and follow up with the students

#### Continuing Education Program- *Part time assistant to the Summer Camp Coordinator*

July 2013- September 2013

- Registered new students and updated records
- Coordinated with parents about their needs and requests
- Participated in staff training and lead a session about office policies and procedures

### **Continuing Education Program- Part time assistant to the Professional Qualifications Coordinator**

October 2012 – June 2013

- Assisted in managing the program information database, including registering new students
- Helped in scheduling classes and sets up calendars for the professional courses to be offered each semester
- Enhanced program effectiveness by conducting evaluations and reporting feedback

### **American Community School-Beirut, Lebanon**

*Assistant in the Administration office (Substitute)*

December 2013- February 2014

- Responded to parents and student inquiries
- Covered for Cashier disbursements and admission office requests
- Assisted in issuing invoices and checks

### **Bank Med- Beirut, Lebanon**

*Trainee position*

June 2012 – July 2012

- Maintained administrative files on an ongoing basis
- Executed transactional activities on daily basis
- Assisted in the Operation Support Department

### **Activities and Volunteerism**

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| • Participated in three Erasmus+ Staff training week held in Germany, Denmark, Poland |             |
| • SAT Proctoring with Amideast  | 2014- 2017  |
| • GOLD conference with LAU in New York  | August 2014 |
| • Food Distribution with Red Cross  | July 2015   |
| • Volunteer member with Red Cross Youth in LAU  | Fall 2012   |

### **Languages**

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Fluent in English, French and Arabic.

### **Programs**

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Office, Banner, Move-on 4, Oracle, ISEP info system and many different software/ systems managed by our partner universities.