

Adnan Abi Issa

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PROFESSIONAL SUMMARY

Accomplished MBA graduate with a proven track record in administration, training, and business analysis. Seeking a strategic consulting role to leverage extensive experience in process optimization, team development, and financial modeling. Highly organized with entrepreneurial spirit, driven by creativity & innovation.

EDUCATION

American University of Beirut (AUB), Beirut, Lebanon September 2020 - August 2021
Master degree in Business Administration (MBA) – GPA 4.00/4.30

Beirut Arab University (BAU), Beirut, Lebanon September 2009 - June 2013
Bachelor degree in Business Administration (BBA)

EXPERIENCE

Palestinian Institution for Youth & Sports, Beirut, Lebanon October 2015 - Present
Training Director, Administrative Assistant

- Conducted 120+ training workshops for youth & professionals.
- Prepare plans for workshops & meetings during the year.
- Lead, supervise & train working teams.
- Develop & update material.
- Document & report all activities.
- Provide administrative support (Scheduling meetings, writing proposals, archiving data, preparing criteria & participating in interviewing candidates...etc.)

American University of Beirut (AUB), Beirut, Lebanon January 2021 - August 2021
Graduate Assistant

- Providing assistant professor with administrative support.
- Summarizing, referencing & assisting in research.
- Preparing Newsletters.

Genius & Creative Center (GCC), Beirut, Lebanon August 2017 - March 2020
Founder & Head of Operations

- Educational support for brevet students.
- Introduction of technology-aided educational methods.

Namaa Trading, Beirut, Lebanon February 2014 - September 2015
Accountant, Insurance Sales & Marketing

- Record all accounting transaction & issue financial statements.
- Collect, market, manage the insurance portfolio with more than 700 enrolled client & \$30,000 monthly revenue.
- Negotiate contract renewals & conditions.

Tamken (NGO), Beirut, Lebanon October 2013 - January 2014
Programs Manager Assistant

- Preparing funding & projects proposals.
- Field visits to sites & implementation of projects across Lebanon.
- Post implementation evaluation reports.

Humanitarian Relief for Development (NGO), Beirut, Lebanon March 2013 - September 2013
Treasurer

- Preparing payrolls, invoices & managing cash.

Humanitarian Relief for Development (NGO), Beirut, Lebanon September 2012 - February 2013
Sponsorships Officer Department Assistant - Intern

- Translation & field escort for donors.
- Administrative support, reporting, & implementation of field projects across Lebanon.
- Management & leadership of field workers.

AWARDS

Beta Gamma Sigma International Honor Society for Top 5% Business School Students	July 2021 – Present
Lead Team to 2 nd Place in Operations Management Simulation On All MBA Candidates	March 2021

EXTRACURRICULAR ACTIVITIES

AUB Entrepreneurship, Investment & Real Estate Clubs (3) Beirut, Lebanon	November 2020 - Present
Member	

Volunteer recruiter with Humanitarian Relief for Development on several occasions - **Participating in the interviewing process of more than 30 candidates for different positions.** Upon Demand

- BAU Activities**, Beirut, Lebanon Spring 2011
- Lead the preparation for the largest activity on campus, an exhibition for the diverse cultures of the more than 8 nationalities that attend the university.

WORKSHOPS & CERTIFICATIONS

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| Data-Driven Digital Marketing (DDDM), AUB , Beirut, Lebanon | June 2021 |
| • 6 days online practical training on utilizing data tools (40+) in marketing i.e.: email marketing, SEOs, SEAs, etc. | |

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| Inclusion Strategy & Corporate Policies, PROABLED Academy , Keserwan, Lebanon | May 2021 |
| • 3-hours online course on promoting an inclusive organizational & HR strategy. | |

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| Start Your Own Business, AMIDEAST , Beirut, Lebanon | March 2017-May 2017 |
| • 3-month course on how to establish a business from A to Z, in addition to consultation from legal clinic. | |

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| Marketing Hackathon, JCI-Junior Chamber International , Beirut, Lebanon | February 2017 |
| • 1 full day, 2nd place in supporting newly established businesses with a marketing plan. | |

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| Lebanese Taxation Workshop, Co-opain , Beirut, Lebanon | January 2017 |
| • 1-day workshop on Lebanese taxation system & how to establish a legal entity. | |

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| Leadership Training Academy, Al Ofoq Foundation , Sidon, Lebanon | March 2015-May 2017 |
| • Participated in weekly leadership workshops & academic training. | |

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| How to Turn Your Idea into a Business, AKCT , Beirut, Lebanon | December 2016 |
| • 3-hours workshop on <i>brainstorming, planning, evaluating & the Business Model Canvas</i> . | |

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| Principles of NGOs Management, Irshad & Islah Foundation , Beirut, Lebanon | December 2013 |
| • 11 hours of active workshop. | |

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| Training of Trainer TOT, Ontej & Istanboul for Development , Beirut, Lebanon | November 2013 |
| • 5 days for 5 hours each of extensive training & a final project. | |

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| Preparing Leaders Program, Racer American Centre , Beirut, Lebanon | August 2013 |
| • 2 days, personal development & communication skills workshop. | |

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| Leadership Program, Alghad Leadership Academy , Istanbul, Turkey | July 2010 |
| • 14 days of a unique leadership program in Turkey, with on-site visits and in-nature field workshops. | |

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| Positive Thinking & Communications Skills, ILPS , Beirut, Lebanon | January 2010 |
| • 2 days, creative thinking & principle of effective communications. | |

SUMMARY SKILLS

Languages: Arabic & English (Spoken & Written) IELTS Score 7.5
Computer skills: Trello, Tableau & Power BI Basics, Microsoft Office (Word, Excel, Power Point) MS Excel badge in the top 30% out of 18.3M & a MS PowerPoint badge in the top 5% out of 6.2M, on LinkedIn.
Soft skills: Leadership, Active listening, Critical thinking, Problem solving, Brain storming, Strategic thinking & Planning.
Interests: Archery, Chess, Strategy Games, Business Establishment & Management.