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LEBANESE- FEMALE- SINGLE- D.O.B 26/01/1993

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EL YOSR BLDG., EL JAZAER STREET, MALLA,

BEIRUT-LEBANON

# NAGHAM W. NASR

## OBJECTIVE

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- To be part of a challenging and reputable organization/company that would allow me to employ my theoretical background and emphasize my experience, to take the initiative, as well as enable me to progress and develop in my career.

## EDUCATION

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**2010-2013      “LEBANESE AMERICAN UNIVERSITY”      BEIRUT, LEBANON**

- Holder of a BA in International Affairs / Political Science with emphasis in Diplomatic and Consular Services.
- Holder of a minor in Sociology.
- Ranked in the Honor’s List in Academics throughout all years at school and University.

## PROFESSIONAL EXPERIENCE

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**2017-Currenty      Program Manager at Morgan International      BEIRUT, LEBANON**

- Managing the program advisors and assisting them in all efforts to hit their targets. Handling all corporate relations and attaining the portfolio target.

**2016-2017      Senior Program Advisor at Morgan International      BEIRUT, LEBANON**

- Monitor and analyze market trends. Coordinate proper company recourses to ensure efficient and stable sales results. Maintain sales volumes, product mix, and selling price.

**2015-2016      Program Advisor at Morgan International      BEIRUT, LEBANON**

- Assisting candidates in selecting the educational program that best suits their career, as well as meeting sales targets and increasing market share. Carrying out after sales and operations.

**2014-2015                      Head Teller at Banque Libano-Francaise                      BEIRUT, LEBANON**

- Handling cash and non-cash operations, along with sales.

**2013-2013                      Assistant Manager - Bubble T                      BEIRUT, LEBANON**

- Following up with all the employees on the profession of their work, keeping track of the sales and the up-sales, managing the schedules, managing the warehouse, as well as the cash operations.

**2012-2013                      Trainer-Model United Nations                      BEIRUT, LEBANON**

- Teaching high-school students from schools all over Lebanon everything about the United Nations. Involving the students in a Model United Nations Conference in which they have to be Model diplomats protecting their assigned country's position.

**2011-2013                      Alumni Assistant-"Lebanese American University"                      BEIRUT, LEBANON**

- Issuing Alumni IDs for graduated students along with managing and ushering throughout Alumni events and reunions.

**2012-2012                      Trainee at the Ministry of Foreign Affairs and Emigrants                      BEIRUT, LEBANON**

- Experiencing all the operations that the department of protocol in the ministry conveys: issuing diplomatic cards, providing reception for diplomats, taking note of conferences...

**2011-2012                      Research Assistant-"Lebanese American University"                      BEIRUT, LEBANON**

- Conducting a research about "The Arab Spring" with Dr. Imad Salamey, Associate Professor of Political Science & International Affairs.

**2010-2012                      Library Assistant-"Lebanese American University"                      BEIRUT, LEBANON**

- Supervising over the library computer lab and helping out students with all computer and library related questions.

**2009-2010                      Accountant-"Bliss House"                      BHAMDOUN, LEBANON**

- Taking charge of all cashier operations and holding responsibility of the cash.

## MEMBERSHIPS AND ACTIVITIES

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- Holder of the certificate of participation from the **Outreach and Civic Engagement Department** at L.A.U. upon successfully completing a five-day training entitled “Community Development and Project Management”.
- Holder of the certificate of appreciation from the **Outreach and Civic Engagement Department** at L.A.U. upon the valuable contribution to the success of the 1<sup>st</sup> Study Abroad Day: OCEAN.
- Holder of the certificate of service from the **UNDP** in recognition of service as a volunteer at the Second Meeting of States Parties to the UN Convention on Cluster Munitions.
- Member of the **International Affairs Club** at the Lebanese American University for three years.
- Member of the **United Nations Club** at the Lebanese American University for three years.
- Team leader of the basketball team at **Maroun Aboud Official Secondary School** for two years.
- Chief of the **Lebanese Official Scouts** in Sawfar for three years.

## AWARDS & CERTIFICATES

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- PCM holder, Marketing Management designation from the American Marketing Association, AMA.
- Holder of the certificate from the **National Institution of Health (NIH)** Office of Extramural Research upon successfully completing the NIH web-based course “Protecting Human Research Participants”.
- Holder of an achievement award from **The Institute of Migration Studies** at the Lebanese American University in partnership with the **Institut National Clubes Demographique** for having successfully completed the Quantitative Research Methodology Workshop with application in Migration Research.

## OTHER SKILLS

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- Fluent in English and Arabic. Moderate in French.
- Exquisite in drawing and graffiti.
- Good interpersonal and communication skills. Tactful team player with the ability to lead and motivate.
- Perfect command of Internet, Microsoft tools, and SPSS.

## REFERENCES

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- Available upon request.