

FATIMA MAHMOUD FAKIH

+961 71 761 063 fatima.fakih@lau.edu

EDUCATION

Masters of Business Administration
[Lebanese American University](#) 2018 GPA **3.94** / 4

Bachelor of Science, Business Banking and Finance
[Lebanese American University](#) 2012 - 2015 GPA **3.65** / 4

EXPERIENCE

Private Tutor
[Synkers](#) 09/2018 - Ongoing

- Privately tutoring students
- Improved students' academic performance in different subjects

Part-Time Student Recruitment Officer
[Lebanese American University](#) 12/2018 - 03/2021

- Informing students at schools/fairs about university requirements and admission process
- Coordinating fairs/events and following up with the processes
- Helping students with admission and financial aid processes
- Visiting schools and inform students about the scholarship (USAID)
- Data entry and following up with the students
- Handling WhatsApp services

Research Assistant
[Lebanese American University](#) 09/2017 - 05/2018

- Carrying on research about different topics
- Helping the professor with daily tasks

Library Circulation Assistant
[Lebanese American University](#) 09/2016 - 08/2018

- Supervising the library floors
- Aiding other departments within the library in projects of various types

Graduate Assistant
[Lebanese American University](#) 01/2016 - 08/2017

- Helping students with their inquiries
- Training students with SPSS


WORKSHOPS AND TRAINING


Leading by Emotional Intelligence (2018)	MoneySmart (2018)
Leadership, Change and Innovation (2018)	Residential Leadership Camp (2015)
Transformational Leadership Workshop (2014)	Training Session with YABC of Red Cross (2013)
First Aid session with Red Cross (2013)	Drug Awareness Campaign (2013)

CERTIFICATION

[Microsoft Certified](#)
Data Analyst Associate (2021)

ACHIEVEMENTS

 **Dean's Distinguished List**

 **Full USAID Scholarship**

LANGUAGES

Arabic Native ●●●●●

English Native ●●●●●

VOLUNTEERING

Tutor
[MMKN NGO](#)
2015 - 2018

Volunteer
[Donner Sang Computer](#)
2017


Data Collection
[Sagesse University](#)
2016


Jamelik Bi Ouwetik
[One Wig Stand](#)
2015


LO High School Conference
[Model United Nations](#)
2015


D-RASTI 2
[American Embassy](#)
2014

SKILLS

 **Computer Literacy (SPSS, Microsoft Office)**

 **Meet Deadlines**

 **Communication Skills**

 **Absorb New Concepts**