

Dima E. Sawaya

Beirut, Lebanon | +961 71860968 | dima.sawaya99@gmail.com

EDUCATIONAL BACKGROUND

American University of Beirut (AUB), Beirut, Lebanon

Bachelor of Business Administration, graduated June 2020

Major: Business Administration; **Concentration:** Human Resources Management.

Relevant Courses: Human Resources Management, Organizational Behavior, HR Analytics.

Collège des Soeurs des Saints Coeurs (SSCC), Bauchi, Lebanon

Lebanese Baccalaureate, graduated May 2017

Specialization: Economics, and Sociology.

WORK EXPERIENCE

Deloitte Beirut offices, Beirut, Lebanon

Audit & Assurance Intern, July 2020 – August 2020

As part of the Deloitte team, I participated in e-learning introducing the Deloitte culture, values, and principles. I also completed a series of courses related to risk management. My responsibilities included transferring data, proofreading, and cross-referencing auditing reports. As well as, observing and grasping knowledge concerning the tools, the systems, and the jargon employed by the team. Being part of the Audit team improved my social skills and pushed me to grasp the dynamics of the team while improving my verbal and written communication skills.

Bank Audi, Beirut, Lebanon

Intern, June 2019 – August 2019

Shadowed a teller and a customer services officer for a period of a month each. I observed the daily operations done by the staff and enriched my interpersonal skills. Gained knowledge about the banking system and operations in Lebanon. Also, participated in two workshops offered by Bank Audi related to problem-solving and corporate social responsibility.

Nature Conservation Center, Beirut, Lebanon

Data Entry Clerk, April 2019 – May 2019

Worked on maintaining and translating texts related to Daskara App while receiving continuous feedback guiding me to improve my written communication skills in Arabic and English.

Mondi Group, Beirut, Lebanon

Accounting Intern, June 2018 – July 2018

During my internship, I performed balance sheet reconciliation and observed the daily operations related to accounting, sales, and procurement. Worked directly with senior management to assist them on a variety of daily tasks such as writing checks.

EXTRACURRICULAR ACTIVITIES

Children's Cancer Center of Lebanon (CCCL), Beirut, Lebanon

Volunteer, October 2017

CCCL is located in AUB Medical Center (AUBMC). The center is specialized for children with cancer. My responsibilities included entertaining the children while waiting for their chemotherapy treatment and making sure the playroom was clean and tidy.

Donner Sang Compter (DSC), Beirut, Lebanon

Volunteer, September 2018

DSC is an NGO that is specialized in raising awareness about voluntary blood donation and its importance. As a volunteer, I planned and participated in many blood drives, and attended information sessions about blood donation and its benefits.

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TRAINING WITH CERTIFICATION

Certificate in Cross-cultural management

Awarded by: Stevens Initiative, May 2020

Certificate following “Business & Culture” a virtual practicum with four different universities. Following this course, I am able to strategically face the challenges created by cultural differences, cultivate my competence in cross-cultural communication, and widen my knowledge in the international business environment specifically in the Egyptian, American, and Libyan environments.

Certificate on the Freedom of Expression

Awarded by: The US embassy in Lebanon and Edx, January 2020

Certificate following a massive open online course “Freedom of Expression and Information in the Time of Globalization: Advanced Course” offered on an online learning platform Edx. This course tackled the way the internet revolutionized the standards related to information sharing and the freedom of expression.

SKILLS

Languages	Native Proficiency in English, Arabic, and French
Skills	Microsoft Office (Word, Power point, Excel, Visio) Analytical Thinking/Problem Solving/Communication Skills
Hobbies	Reading, discovering new places, hiking, and a passion for food.