

JENNIFER SABRA

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EDUCATION

American University of Beirut (AUB) - Olayan School of Business (OSB) Sept 2019- June 2022

- BA in Business Administration
- GPA: 3.93/4
- Concentration: Business Information and Decision Systems

University Preparation Program (UPP) Sept 2018- May 2019
High School Rmeich - Lebanon July 2018

- Lebanese Baccalaureate – Life Sciences

EXPERIENCE

Jew_by_Jen online business Jan 2021

- Providing customers with all the necessary information about the products
- Contacting the supplier when needed to refill the products
- Managing with a delivery company
- Managing everything related to the online page

MEMBERSHIPS

Scouts of Lebanon Oct 2018- Present

Girls Troop Assistant

- Leading a troop of 90 girls to empower and equip them with necessary resources
- Managing multiple events such as orientations– festivals
- Participating annually in many camps that allowed me to interact with people from diverse backgrounds

Lebanese Red Cross- Rmeich Center 705 May 2015- Present

Volunteer Emergency Medical Services

- Providing the needed first aid to people in need
- Attending training sessions and camps to be more effective and efficient in my work

WORKSHOPS AND CERTIFICATES

Problem solving workshop by Mr. Samir Constantine January 2019

- Apprentice of facing and dealing with obstacles
- Improvement of attitude problems

Time Management Workshop by Ms. Jolie Shalhoob January 2019

- Making a better use of time and increasing productivity

AUB 3D club Training Workshop February 2018

- Introduction to the techniques of debating

First Responder June 2015

- Basic pre-hospital emergency care training

EMTB

- Emergency Medical Trauma Basics Certificate

HOBBIES | INTERESTS

Star gazing, camping, doing makeup, dissociate nodes in accessories

CORE | TECHNICAL SKILLS

Languages skills: Fluent in Arabic, English (Reading, Speaking, Writing), French (Reading, Writing)

Computer skills: Proficient in MS Proficient (Microsoft Word, Power point, Excel), VBA, Access

Personal skills: Teamwork, Leadership, Data and Information Analysis.

REFERENCES

Available upon request.