

Sandra Constantin

Hazmiyeh, Beirut, Lebanon

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EDUCATION

AMERICAN UNIVERSITY OF BEIRUT (AUB)

Bachelor in Business Administration (BA)

Majoring in Finance and Human Resources.

Beirut, Lebanon

Sep. 2018 – Present

LYCEE LIBANAIS FRANCOPHONE PRIVE, UAE

Official French Baccalaureate Certificate

Dubai, United Arab Emirates

Sep. 2005 – June. 2018

EXPERIENCE

ADMISSIONS OFFICE AUB | Student Services Assistant

- Helped in classifying student applications and guided them throughout the Admission process.

Beirut, Lebanon

Jan. 2020 – Present

REGISTRAR OFFICE AUB | Student Services Assistant

- Helped in classifying documents and student applications.

Beirut, Lebanon

June. 2019 – Dec. 2019

LIBRARY- JAFFET AUB | Work-study Program

- Helped in preparing a sheet on Excel, to see what books are available or if it should be ordered.

Beirut, Lebanon

Sep. 2018 – Dec. 2018

JOB FAIR LLFP

- Helped in organizing, and leading students to know more about what majors they are looking forward to focus on and give them some advices.

Dubai, United Arab Emirates

May. 2017

STUDENT VOLUNTEER

- Participated in planning the games and assisting the children of Dubai Center for Special Needs during the annual sport day celebration.

Dubai, United Arab Emirates

Sep. 2017 – Oct. 2017

PROJECTS & ACCOMPLISHMENTS

BUSINESS AND CULTURE CERTIFICATION

- Participated in a Virtual Practicum

Sep. 2020 – Dec. 2019

MARKETING TEAM AUB OUTDOORS | Member

- Participated in organizing the whole marketing team

Beirut, Lebanon

Feb. 2019 – May. 2019

COMPETITION

- Attended a Mathematical competition at school, where all French schools participated.

Dubai, United Arab Emirates

Oct. 2018 – Nov. 2018

SUMMARY SKILLS

LANGUAGES **English** – Full Proficiency | **French** – Full Proficiency | **Arabic** – Native | **Spanish** – Minimum Professional Proficiency

COMPUTER SKILLS Excel | Microsoft Office | Visio | Lucid Chart

INTERESTS AND HOBBIES

SPORTS

Swimming

ARTS

Singing