

## Nagham Abdel Razak

0096176486038 | [nza16@mail.aub.edu](mailto:nza16@mail.aub.edu)

### Education

#### American University of Beirut (AUB)

Beirut, Lebanon

- Bachelor's in Business Administration- Accounting Concentration
- Dean's Honor List Fall 2019-2020
- Cumulative GPA: 83.7/100

August 2019-May 2022

### Professional Experience

#### Private tutor

Spring 2020

- Tutored students in mathematical and computer science courses.
- Helped students in preparing for their exams and projects.
- Explained some lessons for the students who had difficulties in understanding their lessons.

### Extracurricular Activities

- Implemented a community service project that aims to improve an area in Akkar with a team.

#### Volunteering activities:

##### Youth Association of Blind (YAB) – Volunteer – Remotely

Fall 2020

- Typed and scanned books in English and Arabic for visually impaired people

##### Help Syria's Kids – Volunteer – Saida

Spring 2019

- Taught Syrian children Arabic and English lessons.
- Helped Syrian children to read letters sent from American kids and respond to them in English.

##### Sawa Mninjah Association – Volunteer – Tripoli

Spring 2020

- Helped in preparing and packaging lunch boxes for people in need.
- Distributed food boxes to people.

### Workshops

#### Multimedia Essentials Workshop ( Dar Al Musawwir) – AUB

Summer 2019

- Acquired skills in photography/ filming/ documentation.

#### AUB Leadership Series – AUB

Spring 2019

- Attended a session about Social Media and Emotional Intelligence.

#### USAID Workshop series – AUB

Winter 2019

- Social media workshop - Problem solving workshop - Time management workshop - The career aspirations workshop - Public speaking workshop.

### Summary Skills

- Having good communication and writing skills, and ability to work under pressure.
- **Computer Skills:** Microsoft Office (Word, Excel, PowerPoint, Access Database).
- **Languages:** Arabic (fluent), English (fluent), French (moderate).