

Dana Omran

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EDUCATION

American University of Beirut (AUB), Beirut, Lebanon

Aug 2018-May 2021

Bachelor degree in Business Administration – concentration in Finance

GPA: 3.8/4 – Dean's honor list for four consecutive semesters

Lycee Franco-Libanais Verdun, Beirut, Lebanon

May 2018

Baccalaureate in Scientific Studies

EXPERIENCE

Inteltec, Beirut, Lebanon

June 2020-July 2020

Accounting & Finance Intern

- Shadowing members of the Accounting department as they perform their duties.
 - Working with bookkeeping software
 - Assisting with research, filing, data entry, and recording and maintaining accurate and complete financial records.
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By Rania, Beirut, Lebanon

August 2019–December 2019

Sales Assistant

- Managing inventory
 - Assisting clients in their purchases
 - Scheduling and planning all appointments for fittings
 - Suggesting sales lead based on customers' discerned preferences
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EXTRACURRICULAR ACTIVITIES

Unicef Club AUB, Beirut, Lebanon

August 2019-Present

Volunteer

- Providing young Syrian refugees with basic English language lessons
 - Attending workshops concerning mental health
 - Attending talks concerning children's rights
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AUB Outdoors Club, Beirut, Lebanon

January 2019-May 2019

Games Organization Crew Member

- Brainstorming fun & educational games ideas
 - Organizing the communication with several AUB Clubs that were willing to participate in Outdoors event
 - Planning the layout of the games booths of the participating Clubs
 - Controlling the quality and safety of the games suggested
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SUMMARY SKILLS

Languages: Fluent in Arabic, French, and English. Basic oral and written knowledge in Spanish.

Computer skills: Microsoft Office, Visio

Soft skills: Organization management and planning, Intercommunication, persuasion, team leadership, Analytical thinking, Attention to detail.