

Taleen Salhab

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DOB: 23/11/2000 • Australian

Education

American University of Beirut (AUB) 2018 - Present

Bachelor of Business Administration - Concentration in **Business Information and Decision Systems**

Expected graduation date: May 2021

Relevant courses: AI in Business and Business Analytics Using Data Mining

Collège Louise Wegmann

June 2018

Lebanese Baccalaureate - Sociology and Economics

Experience

AUBMC, Beirut, Lebanon

August 2019

Accounts Receivables Intern

- Gained proficiency in using the AUBMC software, AS400, in order to determine which payments have been finalized and close completed files.
- Examined the insurance policy of an international company in contrast to the patient's case to adjust the receivables.
- Tasked with following up on patient's invoices which involved a review of files and detection of errors, reporting them to senior accountant.

MERCEDES BENZ, Beirut, Lebanon

August 2017

Marketing Intern

- Conducted a market analysis of Mercedes models and generated a detailed comparison with its main competitor.
- Presented findings to the Senior CRM Specialist in a PowerPoint presentation and tabulated the data in an excel sheet.
- Rotated across customer support, digital marketing, and sales departments; shadowed the manager and gained insights in the use of social media and how to deal with customers.

Extracurricular Activities

AUB - Red Cross Youth Department

October 2018 - Present

Treasurer

- Managed budgets for over 10 events since August 2019 and collected the invoices in monthly reports to the Beirut treasury of the Lebanese Red Cross.
- Put together a fundraising team turning over significant revenues across multiple events.
- Led multiple teams to organise major events such as clothes drives, the annual camp, and STIs awareness event.

Relevant Projects

Artificial Intelligence Project- AUB

September – December 2020

- Objective: Develop an action-oriented solution supported by analytical results and use abstract thinking to translate this into a problem that can be addressed using Artificial Intelligence and machine learning technology.
- Collaborated with Microsoft Azure and a Lebanese school to build a model that evaluates the effect of online learning on students' performance.

Skills

Computer skills: Microsoft Word, Excel, PowerPoint, Azure, Power BI, SAP/ERP, Tableau and SPSS.

Languages: Fluent in English, French, and Arabic.

Interests: Reading, Skiing, Running and Tennis.