

LAMA ARAB

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Beirut, Lebanon

OBJECTIVE

Motivated result-oriented business student who demonstrates strong work ethic and exceptional interpersonal and organizational skills. Seeking a summer internship to leverage my strong leadership skills and team experiences to further develop my managerial and administrative skills.

EDUCATION

American University of Beirut (AUB), Beirut, Lebanon September 2020 - Present
Bachelor's Degree in Business Administration – Concentration in Human Resources and Finance
Graduation Year: 2023
GPA: 3.78/4.0 – Dean's Honor List

EXTRACURRICULAR ACTIVITIES

Undergraduate Research Volunteering Program (AUB), Beirut, Lebanon November 2021 – January 2022
Research Volunteer

- Assembled significant events in the history and origins of environmental, social, and governance (ESG) evaluation
- Examined the metrics used to evaluate firms' compliance to ESG factors such as climate change, employee relations, and board diversity and structure
- Identified current trends in ESG and sustainability including ESG investing and increased regulations

TITLE IX Student Committee (AUB), Beirut, Lebanon November 2020 - Present
Member of Sexual Harassment Subcommittee

- Represented the subcommittee with the Change Starts Here club on their anti-sexual harassment and discrimination campaign
- Drafted the proposal for collaboration with Center for Inclusive Business and Leadership for Women (CIBL) on a seminar concerning sexual harassment in the workplace
- Reviewed the negative implications of ignoring race-based differences in conflicts and decision-making as part of Title IX's campaign titled "It hurts. Be Inclusive."
- Trained by Dr. Brigitte Khoury on listening skills and communications skills when approaching at-risk issues and supporting peers

Big Data and Entrepreneurship Summer Program (AUB), Beirut, Lebanon July 2019 – August 2019
Project Manager and Presenter

- Produced a prototype for an application that allows users to scan and read incomprehensible handwriting of people with dyslexia and other dexterity issues
- Developed and performed the presentation of the goals and purpose of the application on behalf of my team
- Trained by multiple professionals and entrepreneurs on design thinking, debate skills, presentation skills, data preprocessing, artificial intelligence, and entrepreneurship

Dr. Mohammad Khaled Social Foundations, Beirut, Lebanon November 2018 – May 2019
Volunteer

- Tutored a group of disadvantaged children on various school subjects
- Supervised groups of children during events and activities

Microsoft Office Specialist Championship (MOS), Beirut, Lebanon April 2018 – August 2018
First Place in National MOS Championship for Word 2013, Competitor in World MOS Championship in Florida, USA

- Trained with certified Microsoft Office instructors on Microsoft Word, Excel, and PowerPoint

Model Arab League at Lebanese American University of Beirut, Beirut, Lebanon October 2017 – February 2018
Delegate

- Completed workshops on public speaking, leadership, culture, and debate

SUMMARY SKILLS

Languages: Fluent in English and Arabic, Basic French

Computer skills: Proficient in MS Office (Word, Excel, PowerPoint), Pivot Tables, Dropbox, OneDrive, Google Drive, Beginner in Power BI and Visio

Soft skills: Teamwork, Problem-Solving, Coordination and Organization Skills, Time Management, Interpersonal Skills, Adaptable, Personal Drive, Willingness to Learn, Attention to Details, Initiative, Responsibility, Commitment, Public Speaking, Presentation Skills

Clubs and Societies: Entrepreneurship Club, Women at Work Club, Business Student Society

Interests: Reading, Writing, Research, Music