

## Sara Okaily

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### Objective

A result-oriented person seeking to work in a challenging environment that provides different opportunities that aim to utilize my business development management skills.

### Education

**American University of Beirut (AUB), Lebanon** Sep. 2018 – Present

BA in **Business Administration** – concentration in **Finance**

GPA: 3.38/4

Expected graduation date: Spring 2021

**Amjad High School, Lebanon**

Oct. 2002-June 2018

**Lebanese Baccalaureate - Life Science**

GPA: 3.86/4

### Experience

**Mentor Global Consultants** | Management Consultant intern Present

- Researching and evaluating different Fintech startup companies that fit our client's criteria
- Developing a report to advise and help our client in order to choose the best fit that matches its needs

**Center for Inclusive Business and Leadership (CIBL) for Women** | Research intern Jun. 2020 – Feb. 2021

- Created a social media campaign about sexual harassment
- Conducted a market research about women's engagement in different industries in the MENA region
- Tracked employer Human Resource practices and policies relating to women in the workplace
- Analyzed qualitative data that was collected from 11 countries, as a part of the KIP index project

**Family business initiative** Sep. 2020- Nov. 2020

- Established contact with book suppliers in Lebanon
- Daily proofed, matched invoices, and reviewed invoices and data entry proficiency
- Entered customers' transactions, recorded transactions, and gave them receipts
- Compared merchandise invoices to items actually received to ensure that the ordered books are correct

**American University of Beirut** | Work-Study Program- Student Assistant Feb. 2019 – Feb.2020

Work-Study Program- Student Assistant

- Organized students and professors' data
- Assisted in course preparation and dissemination of course content to students
- Supported professors in appointment scheduling and room booking

### Extracurricular Activities

**Investment club** | Member present

- Participated in the annual virtual stock exchange competition and webinars related to Real estate, and equity

**Undergraduate Research Volunteer Program** | Volunteer Feb.2020 – May 2020

- Researched on business topics, gathered, analyzed and presented data and findings using excel

**AUB Outdoors** | Participant February Jan. 2018- May 2018

- Support the organization of the biggest annually student made event in the Middle East
- Guide people to stage, take attendance, and introduce different games to participants

### Workshops and Certifications

**Leadership series workshops certificate**

**CITI Program certificate**

**Power of block chain technology certificate**

**Introduction to Trading workshop series certificate**

### Summary Skills

**Languages:** Arabic (native) and English (fluent)

**Computer skills:** Proficient in Word, Excel, PowerPoint, Access, NVivo, and SQL

**Soft Skills:** Teamwork, Time Management, Communication and writing skills