

# TALA ABDUL SAMAD

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## EDUCATION

BA Economics, American University of Beirut (AUB)	2018 - 2021
CGPA: 83.19% Eq. 3.46/4.0 - Dean's Honor List Fall 2020-21	
Lebanese Baccalaureate, Saint Mary's Orthodox College (SMOC)	2018
Perseverance and Commitment Award, Saint Mary's Orthodox College	

## WORK EXPERIENCE

Lebanon & Gulf Bank, Beirut - Intern	2020
<ul style="list-style-type: none"><li>Measured accounting ratios and economic indicators with the Risk Management Department by monitoring potential threats and minimizing their impact on the bank using data and statistics.</li><li>Assessed the technical and financial feasibility of a client's project with the corporate banking team.</li><li>Held three negotiation sessions with clients on the documents required to open a bank account.</li><li>Supervised by Operations Management Department in utilizing resources to deliver goods to clients based on their needs and company's ability by assessing efficiency.</li></ul>	
Office of Institutional Research and Assessment, AUB - Student Assistant	2018 - 2021
<ul style="list-style-type: none"><li>Selected on multiple occurrences by the OIRA to analyze statistical data on Excel for 9000+ students at AUB in order to publish two annual reports.</li><li>Interpreted the statistical data reports and presented the results to the Associate of OIRA.</li></ul>	
Office of Work Study Program, AUB - Student Assistant	2018
<ul style="list-style-type: none"><li>Evaluated student performance for Work Study Program placement by examining their submitted qualifications and applications under the management of the Director of the program.</li><li>Submitted and filed the complete student list for 300+ students prior to the monthly deadline.</li></ul>	

## EXTRACURRICULAR ACTIVITIES

AUB Outdoors – Operations Officer	2021 - Present
<ul style="list-style-type: none"><li>Formulated and integrated new methods to implement the first virtual international approach to one of the largest student-led events in the region. Guided five teams on strategies and decisions and reported the daily outcomes to the CEO of Outdoors.</li><li>Coordinated and directed the division of tasks by uploading on the shared Google Drive a weekly task list to the five different teams.</li></ul>	
Director of Faculty and Delegate Relations – BEYMUN	2020 – Present
<ul style="list-style-type: none"><li>Launched the <a href="#">Campus Ambassador Program</a> that aimed at increasing the number of national delegates by 50%.</li><li>Organized two international virtual Open House events using Google forms for registration and Google Drive for shared documents. Researched and studied new strategies such as virtual stands for high schools and universities in order to invite as many delegates as possible to the virtual conference which is at the end of May.</li></ul>	
New Student Orientation Program, AUB - Guide	2019 - Present
<ul style="list-style-type: none"><li>Managed the barcode system for three days to admit 1000+ students to the <a href="#">New Student Orientation</a> program and reported the number of attendees to the Student Activities Manager.</li><li>Advised and trained 30 new students on navigating AUB Banner registration and creating AUBNet Account.</li></ul>	
Lebanese Taekwondo Federation, Lebanon - Taekwondo Referee (10 championships)	2019 - Present
<ul style="list-style-type: none"><li>Liaised with five referees per arena in assessing and reporting the participants' performance, evaluated the scores, and reported the results to the team leader.</li><li>Worked on the technical aspect of a competition such as timing, scoring, and declaring the winner.</li><li>Taught SMOC students 14 sessions of martial arts and discipline by administering techniques of leadership that aimed to enhance student performance and confidence.</li></ul>	
AUB Red Cross / AUBMC - Volunteer	2018 - 2019
<ul style="list-style-type: none"><li>Raised money with the fundraising committee at AUB Red Cross, in collaboration with the Visual Arts Club, by organizing a movie and board game event on campus.</li><li>Analyzed strategies and operations of campus events by presenting a new approach to fundraising events.</li><li>Communicated 156 hours with patients at AUBMC to assist in their requests on daily basis.</li></ul>	

## SKILLS AND INTERESTS

Languages: English - Arabic - French - Spanish

Tech Skills: Stata – Microsoft Office – WordPress – Google My Maps – Google Analytics

Interests: Taekwondo – Problem-Solving - Body Language