

# Marwa Bouji

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## EDUCATION

### Lebanese American University (LAU), Beirut, Lebanon

Sept. 2016 – June 2019

BS in Business Studies – emphasis Accounting Major *GPA 3.99/4*

**Merit Student (100% scholarship)**

**High Distinction**

**Beta Gamma Sigma Member**

**Audit certificate Holder**

### Houssam Hariri High School (HHHS), Saida, Lebanon

Sept. 2000 – June 2016

Lebanese Baccalaureate L.S. (excellence with honors - average of 93)

## EXPERIENCE

### Associate – Ernst & Young, Audit, Beirut, Lebanon (September 2019 – Present)

- Developing banking procedures and accounting understanding. Performing review and audit procedures for clients in different industries (banking, agriculture, advertising and construction). Communicating requirements and inquiries to the client. Sending professional emails, handling confidential information and following up on work progress. Handing over and guiding new team members and interns through their responsibilities. Working with different teams on different clients and industries. Attending audit and client communication trainings and finishing related e-learning.

### Intern – Deloitte, Audit & Assurance Department, Beirut, Lebanon (May 21<sup>st</sup> 2018 – June 17<sup>th</sup> 2018)

- Developed audit understanding. Prepared and helped in conducting audit tests. Communicated with the clients to get the required inquiries and documents to finalize our audit. Completed several e-learning relating to audit assumptions and procedures.

### Intern – Ernst & Young, Audit, Beirut, Lebanon (July 30<sup>th</sup> 2018 – August 23<sup>rd</sup> 2018)

- Developed interim audit revision understanding in a bank and its subsidiaries. Prepared and helped in conducting audit tests and reports. Contacted the client to collect the needed inquiries and supporting documents. Learnt and used the entries extraction procedure from the bank's system. Completed several e-learning related to audit assumptions and procedures.

## EXTRA-CURRICULAR ACTIVITIES

### Under Secretary General for Conference Services – Global Classrooms International Middle School MUN, New York, USA

(March 22<sup>nd</sup> – March 31<sup>st</sup> 2019)

- Led the Conference Services team through the process of: creating and handling the folders of around 85 international guest schools, creating the IDs of around 1,500 students and escorting them into the UN Headquarters, and dealing with any emergencies that arise relating to the delegates. Communicated with international advisors to ensure the smooth flow of our MUN procedures. Created, updated and continuously monitored: sheets and forms.

### Director of School Relations – LAU Model European Union (MEU), Beirut, Lebanon (September 2018 – May 2019)

- Set and defined persuasion methods to appeal to the schools around Lebanon to participate in our program. Led the School Relations team through the process of: school follow-ups and sending professional emails. Created, updated and continuously monitored: sheets and forms.

### Conference Services Staffer – Global Classrooms International High School MUN, New York, USA (May 6<sup>th</sup> – May 14<sup>th</sup> 2018)

- Prepared 87 School folders that include IDs, certificates, handbooks and badges. Served and guided 200 advisors and 1,100 delegates. Dealt with confidential information.. Customer Service. Handled the logistical preparation of committees.

### School Relations Coordinator– LAU Model United Nations (MUN), Beirut, Lebanon (October – March 2018)

- Contacted and persuaded Lebanese schools to join our simulation program. Handled administrative duties, coordinated the communication of 33 schools and around 400 students and acted as a link between them and other departments within the program. Dealt with confidential databases. Customer Service.

### Finalist – Developing a Business Plan Competition (January – April 2018)

- Created a transportation business start-up; built and developed the business plan from scratch; this included completing the following: mission statement, market screening, tracking the expected finances, creating a logo and presenting the latter to the jury and audience.

### Middle Manager – AIESEC, CXPi Function, Beirut, Lebanon (January – July 2018)

- Led the external relations team to create partnerships with NGOs to provide community service opportunities to the international exchange program participants.

### Coordinator – AIESEC, Business Development, Beirut, Lebanon (September – December 2017)

- Defined strategies and methodologies to facilitate business collaborations, partnerships and sponsorships for AIESEC events.

**Volunteer –MMKN NGO, Beirut, Lebanon (2016 – 2017)**

- Taught English Language for 9<sup>th</sup> graders at public schools.

**Member –LAU Social Work Club, Beirut, Lebanon (September 2016 – May 2017)**

- Organized events and contributed in helping those in need in the Beqaa District Refugees' Camp.

**Top Debater/#1 Speaker – HHHS Debates, Saida, Lebanon (2014-2015)**

- Researched and debated controversial topics against several teams in well-structured impromptu speeches

**President – United Nations Security Council Committee HHHS MUN (2015-2016)**

- Trained delegates and introduced them to conference material, flow of debate, points and motions. Wrote an inclusive Background Guide. Led, organized, and coordinated the whole committee.

**Delegate– LAU Model United Nations (MUN), Beirut, Lebanon (2011-2012) & (2013-2014)**

- Represented Poland & USA (one country per participation) in controversial conflicting topics where negotiations took place to come up with an adequate resolution

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**SKILLS**

**Computer:** Microsoft Office (Word, Excel, Power Point, Access)

**Languages:** Arabic and English

**Proficient in:** Google Drive Databases, sheets and forms

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**HOBBIES**

Traveling, Swimming, Fitness, Basketball (School Team Member for 2 years) & Reading