





JANA HIJAZI

Beirut, Lebanon 
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- GRADUATE LAW STUDENT
- CURRENTLY LOOKING FOR LAW INTERNSHIPS PREFERREDLY IN ARBITRATION OR MEDIATION

As a law graduate, this field helped shape my personality into making it stronger and urged me to get out of my comfort zone in many situations which pushed me into new adventures and to acknowledge parts of my personality that I didn't know I have.



EDUCATION

2020 - 2021

Masters 2 in litigation, arbitration and alternative ways of resolving a dispute |
Université Libanaise Filière Francophone de droit et de sciences
politiques et administratifs

2019 – 2020

Masters in Law | Université Libanaise Filière Francophone de droit et
de sciences politiques et administratifs

2016 – 2019

Bachelor Degree in Law | Université Libanaise Filière Francophone de
droit et de sciences politiques et administratifs

GPA 3.33

Saint Joseph de l'apparition Beyrouth

2001 – 2016

Graduated with an emphasis in the SE field.



EXPERIENCE

Education | Montessori Beirut: Arabic guide, Teacher Assistant

Since 2019

- Teaching Arabic to foreign and Lebanese kids
- Constantly preparing new class materials
- Organizing a file to each child to keep track of their progress
- Presenting materials to the children
- Help the children when in need



ACOMPLISHMENTS

- Lewis Deep Democracy | **2021**
- Class representative of M2 | **2020-2021**
Vice president of the journalism club at university.
Assistant editor of FFD university newspaper.
- Certified AMI children's house teacher assistant | **2020**
- Lead Montessori online global community conference | **2020**
- Volunteered in Smile in a Box charity to supply basic needs of children in need in holidays, especially in Christmas | **2019-2020**
- WTSUP! Beirut | **2019**
 - Completed an intensive 3-day start-up education and training workshops.
 - I worked effectively within my team.
 - Developed skills including communication, pitching, time management and market research.
- Participated in 2 Beirut marathons.



SKILLS

- Patience
- Communication skills
- Dependability
- Fast learner
- Detail oriented
- Responsibility
- Fluently speaks Arabic, French, English and Turkish.

Sales | Fairco

Summer job in 2016

- Assist customers
- Price the supplies
- Put every customer at ease