

FATIMA MAHMOUD FAKIH

+961 71 76 10 63 @ fatima.fakih@lau.edu Beirut, Lebanon

EDUCATION

Masters of Business Administration
[Lebanese American University](#) 01/2016 - 05/2018 GPA **3.94** / 4.0

Bachelor of Science in Business Banking and Finance
[Lebanese American University](#) 09/2012 - 12/2015 GPA **3.65** / 4.0

EXPERIENCE

Program Coordinator
[Beirut Digital District](#) 04/2021 - Ongoing

- Planning and executing BDD's Academy programs with *WBG* and *Microsoft*
- Managing, coordinating and overseeing programs under my responsibility
- Carrying on daily activities related to each program such as updating database, and performing data analysis
- Managing communication with program beneficiaries

Private Tutor
[Ostaz](#) 09/2018 - Ongoing

- Tutoring students on different business subjects
- Preparing students for exams and tests

Student Recruitment Officer - Part Time
[Lebanese American University](#) 12/2018 - 03/2021

- Informed students at schools or fairs about admissions requirements
- Coordinated fairs and events, and followed up on the process
- Helped students with admissions and financial aid processes
- Visited schools across Lebanon to inform students about USAID scholarship
- Handled Whatsapp Services

Research Assistant
[Lebanese American University](#) 09/2017 - 05/2018

- Researched and collected data on different business topics
- Prepared questionnaires, analyzed results and summarized findings
- Conducted literature reviews and edited materials

Library Circulation Assistant
[Lebanese American University](#) 09/2016 - 08/2018

- Supervised different library floors
- Answered student questions and aided them in finding their books
- Performed shelf-reading and checked books in and out

Computer Lab Assistant
[Lebanese American University](#) 01/2016 - 08/2017

- Helped students with their inquiries regarding hardware and software issues
- Installed and used software programs

WORKSHOPS AND TRAININGS

[BDD x WBG Vaccination Workshop \(2021\)](#) [WBG Environmental and Social Framework in Practice \(2021\)](#)

[Leadership, Change and Innovation \(2018\)](#) [Leading by Emotional Intelligence \(2018\)](#)


[Transformational Leadership Workshop \(2014\)](#) [Residential Leadership Camp \(2014\)](#)

CERTIFICATION

[Data Analyst Associate](#)
Microsoft (2021)

ACHIEVEMENTS

 Full USAID Scholarship

 Dean's Distinguished List

LANGUAGES

Arabic Native ●●●●●

English Proficient ●●●●●

Spanish (A1, A2: in progress) Beginner ●●●●●

VOLUNTEERING

Tutor
[MMKN Organization](#)
2015 - 2018

Blood Service Volunteer
[Donner Sang Compter](#)
2017

Data Collection
[Sagesse University](#)
2016

Jamelik B Ouwetik
[One Wig Stand](#)
2015


High School Conference
[Model United Nations](#)
2015


D-RASTI 2
[Embassy of United States](#)
2014

SKILLS

 Computer Literacy

 Attention to Details

 Communication Skills

 Adaptability and Self-Motivation