

Jana Zeinoun

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EDUCATION

Lebanese American University

Bachelor of Science in Economics

- Minor in Political Science and International Affairs
- Placement on the Dean's Honor List for the 2020 Fall semester

Beirut, Lebanon

Aug 2017 – Dec 2020

Brummana High School

Lebanese Baccalaureate

- Ranked second in a student body of 20 people in the Sociology and Economics Section in Secondary II

Brummana, Lebanon

Sept 2002 – June 2017

EXPERIENCE

SABIS Educational Services

Associate Analyst

- Generated and reviewed new exam material that are stored in the SABIS database and are intended to be used for testing students
- Developed material for the Economics and Business studies book series
- Customized and reviewed digital material for academic purposes

Adma, Lebanon

Apr 2021 – Present

BoujApp

Digital Marketing Manager

- Developed and implemented marketing campaigns on both Instagram and Facebook
- Introduced customers to Zakerneh App by showing them the usefulness of the features thus managing to capture a customer base of 100 daily active users

Beirut, Lebanon

May 2019 – Mar 2021

Vertical Parking Lebanon

Purchasing Manager

- Performed a feasibility study that evaluated more than 10 vertical parking mechanisms' suppliers based on several criteria like price, reliability, quality, and complexity of assembly
- Managed over 15 projects where I maintained and reviewed record of equipment bought, costs, deliveries, product performance, and inventories
- Met with staff and vendors to discuss defective or unacceptable goods or services and determined corrective actions

Beirut, Lebanon

Jan 2018 – Feb 2021

LEADERSHIP

Model United Nations

Trainer

- Trained over 25 students in preparation for a competitive conference in GC LAU Model United Nations and LAU Model Arab League
- Won first place in Model Arab League against 30 other participants
- Was Chair and Dais for 2 different committees such as UNHCR where 30 students participated in a conference and were judged based on knowledge, public speaking skills, and leadership abilities

Beirut, Lebanon

Sept 2015 – April 2017

AIESEC

Outgoing Exchange Middle Manager

- Led a team of 7 members whereby we facilitated the way for over 20 volunteers from 5 different countries to come to Lebanon and assist in different NGOs
- Organized several informative seminars on Lebanon and the different volunteering opportunities with 10 middle managers in Lebanon, Columbia, and India

Beirut, Lebanon

Sept 2019 – Dec 2020

Brummana One Group Scouts

Guides Leader

- Organized and led several camps including a 6-day camp with over 50 members while being assisted by 2 chiefs
- Instructed life skills and wilderness survival sessions through preparing as many as 10 lectures and marches
- Managed a volunteering that provided necessities such as blankets, clothing and food for 50 needy families in winter time
- Won several awards like "Best Leader" and "Best Patrol Leader", which are usually given to the scout with the superior leadership, communication, and teamwork skills

Brummana, Lebanon

Jan 2003 – Jan 2021