

# JANA ABOU HJAILY

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Beirut | Lebanon  
+961 76604159 | [jna30@mail.aub.edu](mailto:jna30@mail.aub.edu)

## EDUCATION

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### American University of Beirut

Beirut, Lebanon

Master of Art in Economics- CGPA: 4/4

Sept.2020-Present

- Awarded a Full Graduate assistantship at the Economics department - supported students with understanding the material and assisted professors with multiple tasks.
- Active member of the business analytical team of AUB outlook magazine - analyzed website traffic and data leading to a better identification of readers trends, presented and recommended steps to other teams.

### Lebanese American University

Beirut, Lebanon

Bachelor of science: Banking and Finance

Sept.2016-May.2019

Minor: Economics-Honors

- Awarded a Full scholarship based on competition and merit.
- Treasurer of the Page Turner club - organized and budgeted a literature day leading to an annual cooperation with the English department. Received a certificate of appreciation.
- Active member of the AIE club - organized multiple workshops and events. Received a certificate of appreciation.

## WORK EXPERIENCE

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### Injaz NGO- Finance and Technical officer

June.2019-July.2020

- Facilitated the logistics process through applying procurement policies and communicating with suppliers.
- Performed bank reconciliations and bookkeeping with 90% accuracy level.
- Eliminated financial reporting errors through communicating with team members and donors.

### Bank Audi-Intern

May.2018-June.2018

- Gained practical experience through assisting the team with daily banking operations within different departments.
- Received a certificate of achievements through excelling in an examination that was performed.

## LEADERSHIP EXPERIENCE

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### USAID- Community Service Project

Sept.2017-Feb.2018

- Organized a recycling campaign which included school visits, presentations, and a marathon.

### LAU- Program-Reach Out and Dazzle

May.2017-July.2017

- Tutored and helped underprivileged children in their studies and motivated them to enhance their reading skills.

## ADDITIONAL INFORMATION

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**Languages:** Arabic (Native), English (Fluent).

**IT:** Office Package (Word, Excel, PowerPoint), Google Analytics, STATA (Beginner)