

Aya Mezher

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EDUCATION

Lebanese American University (LAU), Beirut, Lebanon

Master's in Business Administration (MBA)

Jan 2019 – Aug 2021

Bachelor of Science in Business Studies

Jan 2015 – Jan 2019

Double Emphasis: Management and Banking & Finance

EXPERIENCE

Bildits – Instructor

Feb – Jun 2022

- Facilitated workshop sessions to ensure students worked in time-efficient manner while introducing them to their kits and to the construction field.
- Provided guidance and encouraged “out of the box” thinking while promoting problem-solving and communication skills through interactive activities

Tawatur – IT – Online Business Development

Sep – Nov 2021

- Helped in finalizing previously unsettled tasks to update the database
- Prepared and shared job descriptions to attract qualified candidates that would be an asset for the company
- Attended meetings with clients and leads to provide tailored solutions
- Managed the relationship with suppliers and customers, and prepared quotations and proposals

Lebanese American University (LAU)

School of Business, Graduate Assistant

Aug 2019 – Jun 2021

- Collected data to be used for academic research
- Assisted in literature review and APA citation/reference

University Scholarship Program “USP” Mentor

Sep 2018 – May 2019

- Scheduled meetings, tracked, and reported mentees activities and academic standing to USP management
- Supported students in academic issues, when needed

Student Assistant

Jan 2015 – May 2018

- Took part in the student recruitment process
- Provided administrative support and facilitated various administrative tasks such as file management and invoices

BLOM Bank – Liability Product Management Department, Trainee

Jul – Aug 2019

- Amendment of the contracts interest rates and maturity dates
- Helped in developing the database by managing new and renewed coupons to be added to the database
- Executed journals and request changes

Khoubourat/Irada – Human Resources (HR) Intern

May – Jul 2019

- Developed the CV's database and posted available vacancies on the website
- Coordinated with hiring managers to identify their talent needs & requirements, while matching qualified candidates
- Shadowed the HR team in career guidance and interview sessions, while keeping track of the recruitment process
- Guided clients in developing their CV's and managed their inquiries and requests

Central Bank of Lebanon – Intern

Jun – Jul 2016

- Rotated in the banks' departments and learned their functions

EXTRA-CURRICULAR ACTIVITIES

Administrative Volunteer at Skills Development Institute

Mar 2024 – Present

- Provide support to the management and contribute to the Excel database development
- Assist in event planning and in certificate preparation for participants who join the institute programs

Participated in Soliya Connect Program

Oct – Dec 2017

Volunteered with Al-Makassed Volunteering Unit

Sep 2011 – Jun 2012

Volunteered with Animals Lebanon and other NGO's

SKILLS

Computer Skills: Proficient in MS Office; Basics in: Adobe Illustrator, InDesign and Photoshop

Languages: Fluent in English, Beginner in French and Arabic Native speaker