

LUBNA ALSAYED

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EDUCATION

American University of Beirut (AUB), Lebanon

August 2020 - January 2022

Master of Business Administration - MBA

- **Cumulative GPA:** 3.67/4 - Dean's Honor List
- Member of the **AUB Consulting Club**

Beirut Arab University, Lebanon

August 2014 - June 2018

BE in Petroleum Engineering

- **Cumulative GPA:** 3.43/4 - Graduated with **High Distinction**
- Member of the **Society of Petroleum Engineers**

EXPERIENCE

YCP Solidiance, Analyst Intern, Lebanon

May 2021 – August 2021

- Created budget, forecast, profit, and loss reports using Advanced Excel, contributing to a 10% decrease in total expenses
- Automated marketing KPI reporting using Google Analytics and Google sheets, saving 6 hours of manual work weekly
- Conducted quantitative and qualitative data analysis to uncover competition and industry information

American University of Beirut, Graduate Assistant, Lebanon

August 2020 – May 2021

- Designed and delivered 6 presentations on changing management and building collaborative teams
- Led 2 campaigns on business ethics and gender equality with the center of inclusive business and leader for women
- Evaluated 40+ students in several courses, providing recommendations as per their strengths and opportunities

Lebanese Oil and Gas Initiative, Communication officer, Lebanon

September 2018 - April 2020

- Created innovative promotional campaigns, enhancing the digital presence by 30% on all social media platforms
- Executed 6 advocacy campaigns while developing the PR strategies and managing budgets to promote these campaigns
- Collaborated with high-level executives to implement an annual communication strategy, increasing efficiency by 55%

Lebanese Petroleum Administration, Research Intern, Lebanon

June 2016 - August 2016

- Performed detailed market research for fortune 500 oil and gas companies, highlighting opportunities and threats
- Developed intensive operational and financial reports for the oil and gas optimization projects boosting revenue by 14%
- Identified and analyzed market trends and influencing factors to enhance the company's management abilities

VOLUNTEERING ACTIVITIES

RevU, Mentor, Lebanon

November 2021 - Current

- Guided 30+ candidates on how to proceed with their interview preparation while offering the best resources
- Conducted mock interviews, enhancing candidates' performance in their interviews by 15%

Accelerated Learning Program, Education Coordinator, Lebanon

October 2018 – March 2020

- Implemented new strategies to reduce the failure rate by 35% among all students, including 20 with learning disabilities
- Trained 4 new volunteers on the importance of children's physical, mental, and social development

Red Cross, Student Volunteer, Lebanon

January 2015 – June 2016

- Raised more than \$10,000 at the annual fundraiser, increasing attendance and media coverage from previous years
- Organized all blood donation campaigns, increasing the number of donators by 30%

WORKSHOPS AND CERTIFICATIONS

- Data Science & Analytics Virtual Experience Program, BCG, 2022
- Power BI Data Analyst, Microsoft, 2021
- Google Data Analytics, Google Analytics Academy, 2021
- Won the 4th place award for the project petroleum activities towards disabled engineers, BAU, 2016

SKILLS

- **Languages:** Arabic, English, French
- **Computer skills:** C++, SQL, Python, Power BI, Tableau, Microsoft Office (Word, Excel, PowerPoint, Access)
- **Technical skills:** Petrel, Eclipse, Prosper, HYSYS, AutoCAD