

Wissam Malaeb

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PROFESSIONAL SUMMARY

A highly motivated graduate student of Business Analytics & a holder of BBA degree with a strong quantitative background. My skillset involves manipulating large datasets to extract & visualize insights, enabling effective data-driven decision-making & business process optimization. Seeking a full-time job at a reputable professional services firm.

EDUCATION

American University of Beirut	Beirut, Lebanon
• Master of Science in Business Analytics	GPA: 4.12 2022 - Summer 2023
• Bachelor in Business Administration (Track: Business Information & Decision Systems)	GPA: 3.54 2018 - Spring 2021

CERTIFICATIONS

• McKinsey Forward Program	-McKinsey & Company-	May 24 th , 2022
• Business Analyst Industry Training Program	-Reach Academy-	Oct. 1 st , 2021
• Business & Culture	-(WDI) University of Michigan-	Nov.2 nd ,2020

EXPERIENCE

American University of Beirut	Beirut, Lebanon
Administrative Graduate Assistant (Undergraduate Affairs)	Sept 2022 - Sept 2023

- Designed OSB Summer School, 'Let's Do Business,' achieving 71% over-capacity applications at the initial launch
 - Researched & assembled 5 teaching modules based on school resources, latest trending tech, & best practices
 - Authored website content, conducted project budgeting & pricing, & enhanced "Data & Decision-Making" module.
- Analyzed students' exit-survey data & prepared statistical reports for upper management decision making

SchemaZone	Toronto, Canada (Remotely)
Business Analyst Intern & Trainee	Sept 2021 - Oct 2021

- Studied organizational resources & conducted performance assessments to direct investments into profitable sectors
- Delivered a list of cost-effective data-driven initiatives to boost sales, expand market share, & enhance client services

TeknoBuild	Aley, Lebanon
IT Systems Implementer Intern	Jan 2021 - March 2021

- Conducted regional market assessment to determine the client's optimal market entry & distribution strategies
- Developed revamped organizational structure for client & incorporated it into the IT system for tiered access
- Visualized process & information flows of internal/external operations in flow charts & BPMN diagrams

Education & Technology Center	Beirut, Lebanon
Educational Content Creator & Presenter/Trainer of Trainers	June 2018 - June 2021

- Developed online & on-site recorded training tutorials comprising 45 lessons in mechanical design, team management, & strategy for technology instructors & students in the field of robotics education
- Conducted 8 training workshops to FIRST LEGO League trainers & students in robotics & team management
- Supported the event organization of National Educational Robotics Competitions for 3 years (2017-2019)

SELECT PROJECT: CAPSTONE

Developed a data-driven decision-making toolkit to revamp client's profitability using Python, R, & PowerBi:

- Interactive Dashboard, Customer Clustering (Kmeans) & Machine-Learning Demand Forecasting models (Arima, LSTM, XGboost...), & a Price-Tracking Scraper (BeautifulSoup) for competitive analysis & response

Impact: Enabled real-time insights for production planning, operation tracking, customer targeting, and pricing strategies

EXTRACURRICULAR ACTIVITIES

AUB Club Membership	-AUB Outdoors: Safety Team	-Communications Club	-Music Club
Educational Robotics	-Team member (2012-2017)	-Team coach (2018-2019)	-Volunteer (2017-2019)

SELECT COMPETITIONS & AWARDS

Beta Gamma Sigma (BGS)	Lifetime Membership – among top 20% Graduate students
First Global Challenge:	Albert Einstein's Award (Washington DC-USA, 2017)
First Tech C. (Awarded AUB Merit Scholarship):	1 st place (Beirut, 2016)
First Lego League Competition (FLL):	1 st place (USA, 2015 - Beirut, 2014 & 2015 - Qatar, 2014)
• Champion's Award:	2 nd place (Beirut, 2013 – USA, 2014)
• Mechanical Design Award:	1 st place (Jordan, 2015) - 2 nd place (Germany, 2013)

SUMMARY SKILLS

- Languages:** Full proficiency in English & Arabic
- Interests:** Acoustic/Classical guitar, Robotics
- Software skills:** Microsoft Office (Word, Excel, PPT, Visio), Python, SQL, R, PowerBi, Tableau, JAVA, SAP, Cassandra
- Soft skills:** Problem Solving, Leadership, Communication, Teamwork, Organization, Creative & Analytical skills