NANCY DACCACHE

Okaibeh, Keserwan, Lebanon

+961 76 717606

nancy.daccachee@gmail.com

A capable and versatile individual with strong financial and economic background and professional experience as an Economic Research Assistant, aiming to work and live with the goal of maximizing my potential, so that my abilities do not go untapped but rather help me accomplish great things for both my success and the success of the company I work at.

SKILLS

➤ Proficiency in Microsoft Office Suite (Word, Excel, PowerPoint, Access)
➤ Data Analysis and Visualization
➤ Strong analytical skills and keen numerical reasoning ability
➤ Calm but assertive communicator

WORK EXPERIENCE

Research Assistant - *UNESCWA* — 2019-2020 (13 months)
Internship: 6 months | Individual Contractor: 7 months

- Provided high-level research support, and conducted benchmarking, trend identification and comparative analyses of trade and investment policies
- Collected, arranged, and updated more than 100 socio-economic indicators using various databases from national and international statistical sources
- Compiled and analyzed statistical data in a clean and efficient manner by carrying out calculations and numerical analysis as required using MS excel
- Prepared efficient and informative graphs, figures and tables for PowerPoint presentations and project-related documentation
- Presented research findings in a clear and compelling manner by drafting substantive materials for several reports on Arab integration and trade-related deliverables in general
- Reviewed and edited documents for accuracy, and provided translation upon request

Trainee - *Central Bank of Lebanon (BDL)* — Sept 2019

- Learned about the functions and the inner-workings of the Central Bank
- Attended workshops and lecturing on monetary economics and policy, money laundering, banking and financial policies, regulation and more.

Cashier, data entry and invoice controller - *Pop Burger* — Oct 2015 - Dec 2019

- Compiled data from suppliers' invoices, supported documents to verify accuracy of billing data and ensured receipt of items ordered
- Promoted customer loyalty and met all customer needs with engaged attention while meeting sales goals
- Ensured the smooth implementation of digital operations for order recording and managerial accounting which improved operational efficiency of the restaurant

EDUCATION

- **Bachelor's Degree in Finance and Economics** — 2017-2021
  ISSAE CNAM – Nahr Ibrahim
  GPA: 3.7

- **Completed 102/180 Credits towards BSc in Mathematics** — 2012-2015
  Lebanese University - Fanar

LANGUAGES

Fluent in written and spoken English, French, and Arabic.