

LANA LOUTFY

CONTACT

Beirut, Lebanon +96176727414 lanaloutfy@gmail.com

PROFILE

Challenge driven graduate from AUB with a concentration in BIDS, eager to diversify my skills in data management and business analytics

EDUCATION

AMERICAN UNIVERSITY OF BEIRUT • 2020 BBA // Business Information and Decision Systems

- System Development & Database Design
- Operations Management
- Business Statistics
- Foundation of Information Systems

DEUTSCHE INTERNATIONALE SCHULE BEIRUT • 2017

Lebanese Baccalaureate Life Sciences
German Language Certification II - C1

WORK EXPERIENCE

SAWA LI LUBNAN • FEB 2021 - PRESENT

Database Manager & Research Officer

- Collated a primary data collection process for the team
- Maintained contact database - data sorting, cleaning & de-deduping
- Assisted regional officers in planning logistics & call center operations
- Led on system migration from primary data sources > MS Excel > CRM (Nationbuilder & Ecanvasser)
- Conducted daily media monitoring reports
- Organized research on the Lebanese Electoral Law

ARAB FOUNDATION FOR FREEDOM AND EQUALITY • SEP - DEC 2019

Part-time Financial Officer

- Reconciled data and transactions
- Issued payroll
- Processed invoices & receipts
- Assisted in preparing budgets

MDSL ITG GROUP • JUL - AUG 2019

Banking Solutions Intern

- Tested DocSafe auto-archiving system
- Prepared product proposals
- Compiled error reports

MADA NETWORK • 2019 - 2020

Communications Chair

- Organized social media campaigns

Ketfe B Ketfak Campaign Manager

- Organized contact database
- Tracked down donors
- Supervised volunteers during distribution efforts

AUB SECULAR CLUB • 2019 - 2020

Elections Coordinator

Photographer

VERVE FITNESS ACADEMY • 2016 - 2020

Assistant Coach - Black Belt

SKILLS

Languages (Arabic/English/German/French)

Data Management

Digital Marketing // Social Media

Photography

Microsoft Office