



Carmen Kaouk

Date of birth: 16/08/2001 | **Nationality:** Lebanese | **Gender:** Female |
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Saint Tharese Street, Abi Rizk Building- Second Floor, 1003, Hadath, Lebanon

● EDUCATION AND TRAINING

28/08/2019 – CURRENT – Koraytem, Beirut, Lebanon

BACHELOR OF SCIENCE IN MATHEMATICS – Lebanese American University - LAU

<https://www.lau.edu.lb>

28/08/2019 – CURRENT – Koraytem, Beirut, Lebanon

MINOR IN COMPUTER SCIENCE – Lebanese American University - LAU

<https://www.lau.edu.lb>

25/09/2004 – 22/06/2019 – Loueizeh, Baabda, Lebanon

HIGH SCHOOL DIPLOMA-LIFE SCIENCE SECTOR – Lebanese Evangelical School for Boys and Girls - LES

● WORK EXPERIENCE

01/09/2018 – CURRENT – Beirut, Lebanon

PRIVATE TUTOR – FREELANCE

Private tutoring sessions in Mathematics and other scientific subjects for secondary school students in person and online.

Training sessions in SAT Mathematics and English.

30/04/2021 – CURRENT – Beirut, Lebanon

PRIVATE TUTOR – OSTAZ

Mathematics tutor on the online platform Ostaz.

01/07/2018 – 01/07/2019 – Loueizeh, Lebanon

PRINCIPAL'S ASSISTANT – LEBANESE EVANGELICAL SCHOOL FOR BOYS AND GIRLS - LES

Assist the principal of my school in all office work.

● ACTIVITIES AND SEMINARS

15/09/2021 – CURRENT

Mathematics Club - LAU

Vice President & Secretary

19/09/2021 – CURRENT

Association for Women in Mathematics

Member of the LAU student chapter

28/11/2021 – CURRENT

LAU Case Competition Logistics Team

Member of the Logistics Team

26/03/2022 – CURRENT

LAU Simulation Programs - Volunteer

I volunteered in the logistics team of the LAU Simulation Programs

15/09/2021 – CURRENT

Fashion Club - LAU

Active Member

22/11/2021 – 22/11/2021

Mathematics For Human Flourishing - LAU

A talk given by Dr. Francis Su (Benediktsson-Karwa Professor of Mathematics at Harvey Mudd College) organized by the Mathematics Club

15/09/2019 – 22/06/2020

Event Organization Club - LAU

Active Member

15/03/2021 – 15/03/2021

Realistic Mathematics Education Seminar

A talk given by Dr. Samer Habre

17/02/2021 – 17/02/2021

Scientific Literacy for Democracy and Social Justice Seminar

A talk given by Dr. Hagop Yacoubian

● **INTERNSHIPS**

21/02/2022 – CURRENT

Teki Talent Internship

Work on increasing the adoption of collaboration tools such as Microsoft 365 in large organizations.

● LANGUAGE SKILLS

Mother tongue(s): **ARABIC**

Other language(s):

	UNDERSTANDING		SPEAKING		WRITING
	Listening	Reading	Spoken production	Spoken interaction	
ENGLISH	C2	C2	C2	C2	C2
ITALIAN	A1	A1	A1	A1	A1
SPANISH	A1	A1	A1	A1	A1
FRENCH	A1	A1	A1	A1	A1

Levels: A1 and A2: Basic user; B1 and B2: Independent user; C1 and C2: Proficient user

● DIGITAL SKILLS

Microsoft Office

Microsoft Word | Microsoft Excel | Microsoft Powerpoint | Outlook

Programming Languages

SQL (MySQL) | Java | Python

Google

Google Drive | Google Slides | Google Docs | Google Form | Google Classroom

Personal Skills

Organizational and planning skills | Good listener and communicator | Team-work oriented | Critical thinking | Analytical skills | Strategic Planning

Meeting Applications

Zoom | Skype | Microsoft Teams | Webex | Google Meet

Social Media

Facebook | LinkedIn | WhatsApp | Instagram