

# DAREEN FAYYAD - ECONOMIST

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## SUMMARY

Dedicated to engaging in a professional environment and implementing my knowledge and creativity on the tasks I am working on. Well organized, self-motivated, and boosted with theoretical economic knowledge and extensive skills on practical implications.

## EDUCATION

### **Bachelor of Science in Economics and Minor in Mathematics**

2019 – Present

*Lebanese American University, enrolled in full merit and leadership scholarship funded by USAID.*

CGPA: 3.55, MGPA: 3.89

## SKILLS & ABILITIES

**Languages:** Fluent in Arabic and English.

**Technical Skills:** Data analysis tools, MS Office (Excel, PowerPoint, Word), JavaScript, Strong Mathematical skills, Research analysis.

**Soft Skills:** Verbal and written communication skills, Problem solving, Decision making, Critical thinking, Public speaking, Intellectual Curiosity, Attention to details, Teamwork, Leadership skills, Adaptability, Work ethic.

## PROFESSIONAL AND EXTRA-CURRICULAR EXPERIENCE

### **Statistical Development and Studies Intern**

07/2021 – Present

*Lebanon Community Support Program (CSP), Chemonics*

- Creating full detailed Databases about various topics
- Performing Phone surveys and communicating with NGOs, Start-ups, Municipalities
- Drafting Minutes of Meetings, proposals, workshop outlines, presentations, and professional emails
- Conducting desk-reviews, researches, and surveys and innovating ideas and projects that serve the aim of the CSP

### **Fellow and Group Leader**

08/2021 – Present

*Mellinnium Fellowship Program, LAU*

- Creating a project called “Student Savior” that supports students at high-school and 1<sup>st</sup> year university level
- Attending Workshops about SDGs and the work of united nations
- Leading and collaborating with team members from LAU to implement the project
- Communicating with multi national fellows in discussions and meetings

### **Administrative Assistant**

01/2021 – Present

*Relief and Humanitarian Services Committee, LAU*

- Creating project proposals and implementing projects
- Preparing online content, maintaining committee’s database and reporting visualized data to the management

### **Tutor**

11/2020 – Present

*MMKN NGO, Outreach and Civic Engagement Department at LAU, Chain of Education*

Preparing and delivering online and face-to-face tutoring and reinforcement sessions for school and Junior Economics students in subjects and courses as: Fundamentals of Oral Communication, Introductory and Intermediate Micro and Macro Economics, Mathematical Methods for Economics, Calculus 3, Financial accounting, and Managerial Finance.

**Administrative Assistant**

12/2019 – Present

*Civil Defense, Sawfar Sector*

- Organizing files and equipment, sorting and analyzing mails, managing phone calls

**Completed 220+ hours of community service with different NGOs**

09/2019 - Present

(Tutoring, coordination, events organization and preparations, reporting, etc...). Verification available upon request.

**Trainer/ Dias Member/ Delegate/ Advisor**

2016 – 03/2020

*LAU Model United Nations*

- Conducting informative sessions for delegates and evaluating delegates' performance
- Updating and maintaining material's database

**PROFESSIONAL WORKSHOPS AND CERTIFICATES****Completed 50+ workshops.**

09/2019 - Present

Community Development &amp; Project Management; Communication; Public Service &amp; Civic Engagement; etc...

Verification available upon request.