

# Elie B. Moukarzel

FRENCH - LEBANESE

Mobile: +961 71614067 – Ain Saadeh, Lebanon – Email: [Ebm04@mail.aub.edu](mailto:Ebm04@mail.aub.edu)

## EDUCATION:

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- Sep.2019 – Present      **American University of Beirut** – *Beirut, Lebanon*
- BEng in Industrial Engineering, Minor in Applied Mathematics
  - Cumulative GPA: 3.96/4
  - Placed on the Dean's Honor list on every semester
  - Tutored university students in electrical circuits, calculus, microeconomics, and linear algebra
- Sep.2006 – Jun.2019      **Collège Notre-Dame de Jamhour** – *Beirut, Lebanon*
- French and Lebanese baccalaureates with distinction
  - Elected class Representative, 2018
  - Participated in the Mathematics Olympics, 2019
  - Mathematics Award: Ranked 1<sup>st</sup> among all students, 2018
  - Diligence Award, 2018

## PROFESSIONAL EXPERIENCE:

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- Jun.2022 – Aug.2022      Incoming Business Analyst Intern, **Arthur D. Little** – *Dubai, UAE*
- Sep.2018 – Present      Mathematics Highschool Tutor, **Self-Employed** – *Beirut, Lebanon*
- Provided customized exams for each student to strengthen their knowledge
  - All students had a 100% success rate and scored among the highest in the class
- Jun.2019 – Aug.2019      Administrative Assistant Intern, **HLP Law Firm** – *Dubai, UAE*
- Analyzed and reviewed the financial statements of the company/financial due diligence conduct
  - Provided a timeline to the employees about their incoming schedule for the day via Microsoft Excel
  - Referred clients to specific lawyers depending on their queries and sent follow up emails to collect feedback

## EXTRACURRICULAR ACTIVITIES:

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- Feb.2021 – Present      Consultant, **AUB 180 Degree Consulting Club** – *Beirut, Lebanon*
- Worked in teams on projects for NGOs
  - Connected and engaged with consultants from different companies to better understand the nature of the job
- Feb.2021 – Present      Active Member, **AUB Investment Management Club** – *Beirut, Lebanon*
- Attended several lectures and webinars with prominent guest speakers discussing about the stock market
  - Wrote some of the weekly newsletter to the members of the club by describing what is going on around the world from an economic perspective
- Sept.2019 – Present      Varsity Runner, **AUB Track and Field**, Varsity Runner – *Beirut, Lebanon*
- 3<sup>rd</sup> place winner at Super Sports event in Dubai, 2021
  - Runner up of the Lebanese school sprint competition, 2019
- Sept.2020 – Present      Volunteer, **Donner Sang Compter** – *Beirut, Lebanon*
- Donated blood to individuals in need
- Aug.2020 – Sept.2020      Volunteer, **Offre Joie** – *Beirut, Lebanon*
- Helped people affected by the Beirut explosion by clearing the debris and rebuilding their homes
  - Provided the families with food and shelter by developing an excel sheet to summarize their needs
- Jul.2019 – Jan.2020      Volunteer, **Red Cross** – *Beirut, Lebanon*
- Completed the FAFR by attending 30 hours of training
  - Learned how to contain an urgent case and approach the victim in a professional way

## SKILLS & INTERESTS:

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Languages: Fluent in English, Arabic and French

Skills: Microsoft Office (Excel – PowerPoint – Word), Python, MATLAB, AutoCAD

### Certifications:

Dec.2021      Microsoft Excel – Excel from Beginner to Advanced, **Udemy**

Jan.2022      Microsoft PowerPoint – Master PowerPoint Presentation, **Udemy**

Interests: Travel, Reading and Chess