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**EDUCATION****Expected graduation date:**

June 2023

**American University of Beirut (AUB)**, Beirut, Lebanon**Master's in business Analytics Candidate (Part-Time)****American University of Beirut (AUB)**, Beirut, Lebanon

Sept 2016 – June 2020

**Bachelor's degree in public administration** – concentration in Management**Major GPA: 3.7**

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**EXPERIENCE****Office of Advancement American University of Beirut**, Beirut, Lebanon

Sept 2019 - December 2019

**Work Study, Office Administrant**

- Organized department duties and covered administrative tasks when official staff is unavailable.
- Filed official funds and donations received to the American University of Beirut.
- Assisted students with Graduation clearance forms and Thank you Letters for received funds.

**Fingerprints Scholarship Funds, American University of Beirut.**

January 2022 – June 2022

**Student Ambassador, The only student-led scholarship program at AUB.**

- Strategically planned the promotion of the campaign by the student leadership.
- Created fundraising strategies.
- Engaged with students to encourage donations to the fund.
- Co-ordinated with the offices of advancement, communications, and student affairs to execute the student-led promotional campaign.
- Planned and organized logistics required to support the campaign across campus and online.
- Produced a film including the student ambassadors to promote the campaign.

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**EXTRACURRICULAR ACTIVITIES****Logistics Officer**, MSBA Student Society, AUB, Beirut

2021-2022

**Role**

- Briefing President and cabinet members on updates and logistics of events/projects.
- Developing, preparing, coordinating, and monitoring overall logistics support within areas of responsibility.
- Handled the management and organization of events, workshops and researched for appropriate influential visitors.

**Safety Sub-Team Leader/ West Hall area officer**, outdoors (Biggest student lead festivals in MENA region), AUB, Beirut 2019**Role**

- Managed, facilitated, and organized West Hall area safety logistics for preparations and during outdoors.
- Mapped and created a draft layout map for safety related tools and member positions in the area.
- Managed and organized members of the safety team throughout the event. Member Recruitment.
- Drafted and updated reports hourly.

**Lebanese Red Cross youth department (AUB) Volunteer:**

Fall 2019 – Spring 2020

- Blood Donor Information Center (BDIC) Subcommittee
- Humanitarian Values and Principles: (HVP) Subcommittee
- Gala Subcommittee

**Summer Camp Facilitator and Group Leader**, Ebel Es-saqi Youth Organization, Lebanon

2011-2019

**Role**

- Organized village festivals, summer camps and social events.
- Conducted funding campaigns and events.
- Drafted financial and budget analysis reports as a facilitator (2017-2019).

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**PROJECTS****Reflection on the Idea of Metaverse –**

Fall 2021

- Scraped data from twitter.
- Cleaned and organized data along with sentiment analysis via python.
- Visualized data using Microsoft PowerBI.

**Analyzing the Non-Health factors affecting Covid-19 deaths across the world**

Fall 2021

- Retrieved data set from an online source and data cleaning.
- Analyzed data statistically and visualized it via Rstudio.

**Research on Governance Challenges Impacting Gender Equality in Lebanon:**

Spring 2020

Spring 2021

- Analyzed structural governance and gender gaps in Lebanon.
- Identified the different geopolitical risks that affect gender gaps in Lebanon.
- Interviewed influential and High performing females in Lebanon.
- Identified areas of improvement and provided possible solutions.

**Research on Policy in Lebanon:**

Spring 2020

- Identified people of different age groups perspective on abortion.

- Identified previous cases of abortion in Lebanon and analyzed them.
- Analyzed laws related to abortion in Lebanon.
- Compared Lebanon's abortion cases and laws to other countries.
- Provided and sampled possible policies.

## WORKSHOPS AND CERTIFICATIONS

### Lebanese Red Cross Trainings:

Sep 2019-June 2020

- Humanitarian Values and Principles
- Child Activities
- Team Leading

### Leadership Series, AUB, Beirut, Lebanon

April 2018

- Series of 3 sessions: social media and Emotional intelligence, Adaptation and Leading Change, Social Change Model of Leadership Development.

## OTHER SKILLS AND INTERESTS

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

**Computer skills:** Beginner Python, MySQL and RStudio. Excellent Microsoft Excel, Word, PowerPoint, and Publisher.

**Soft skills:** Group Work and Management. Problem Solving and Analysis. Excellent Communication. Multi-Tasking and logistics.

**Interests:** Data Analytics, Business Analytics, Artificial intelligence, Entrepreneurship, Self-Development, Investment, Management and Consulting