

Nour Mirza

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EDUCATION

09/2021 – Present	American University of Beirut May 2024 Business Administration – Concentration in Finance (3.59 GPA)
09/2009 – 06/2021	College Louise Wegman June 2021 French Baccalaureate with concentration in Mathematics, Economics & Social Sciences Art & Theater Club

WORK EXPERIENCE

07/2022– 08/2022	Majid Al Futtaim – Marketing Intern	Dubai, UAE
<ul style="list-style-type: none">Reach out to organizations for possible partnerships via email.Put together a detailed SMS and include the important details within a certain character count limit.Create a clear PowerPoint presenting the main idea, process, plan, objective, KPI's and strategy.Covered the importance and meaning of Customer Relationship Management, Marketing Strategies and Objectives.		
06/2020 – 08/2020	Ostaz by Synkers – Intern	Beirut, Lebanon
<ul style="list-style-type: none">Led the creative content for Synkers' social media accounts (Instagram, Facebook, and Tiktok).Monitored and lead online classes for the "I Won't Stop Learning" initiative. The initiative offered free online courses for over 10,000 high school students across the MENA region.Participated in a virtual conference, "Education Without Borders", organized and hosted by the Harvard society of Arab Students with the aim to help with college counseling.Coordinated with tutors on a daily basis and followed up with students to ensure customer satisfaction.		
06/2019 – 09/2019	Mom & I Restaurant – Full-time Waitress	Beirut, Lebanon
<ul style="list-style-type: none">Shadowed the restaurant owner on a daily basis to learn how to manage and oversee the operations.Interacted with customers and learnt more about customer service and meeting client's needs.		

PROJECTS & EXTRACURRICULAR ACTIVITIES

08/2020 – 10/2020	Med Idak NGO – Volunteer	Beirut, Lebanon
<ul style="list-style-type: none">Helped with the foundation of a new NGO which aimed to fill a gap in the volunteering chain which is a transparent relationship between donors and NGOs by creating a platform that would optimize the donation experience.		
01/2020 – 09/2020	Min Beib La Beib – Volunteer	Beirut, Lebanon
<ul style="list-style-type: none">Sorted clothes, supplies and furniture to be donated to Lebanese families affected by the economic collapse and the COVID-19 pandemic.Helped in cleaning up damages after the Beirut blast.		
09/2018 – 06/2019	EEDD (French Baccalaureate Project) – Volunteer	Beirut, Lebanon
<ul style="list-style-type: none">Collaborated with Makassed Hospital with a project which consisted of creating a "Wall of hope". The aim of this project was to cheer up Lebanese children which are fighting cancer. They would hang on the "Wall of Hope" inspirational quotes and drawings to give them hope and motivation to battle their disease.Spent the weekends at Makassed Hospital to play and hang out with the children.		

SKILLS

Languages: English (Fluent), French (Fluent) & Arabic (Native) - **Computer:** MS (Word, Excel, PPT) & Python (Beginner) - **Hobbies:** Art, Dance & Cooking