

Sandreen Youssef

Beirut, Lebanon - +961-76079633 - sandreen.youssef@lau.edu

PROFILE

Majoring in Information Technology Management, with excellent verbal and written communication skills. I am a highly responsible, dedicated, and organized person and I have the ability to grasp new concepts quickly. With proven leadership, management, and problem-solving skills, I have managed to perform leadership and civic engagement activities during my university enrollment all while maintaining excellent academic standing.

EDUCATION

Lebanese American University – Beirut, Lebanon Fall 2019 – Fall 2022

BS in Business Studies - Information Technology Management *[Cumulative GPA 3.93/4]*

Minor in Data Analytics

Enrolled in USAID Higher Education Scholarship Program (HES)

SKILLS

Computer: MS Office (Excellent); Adobe Photoshop, SPSS, Tableau, and SQL (Intermediate)

Languages: Fluent in English, Kurdish, and Arabic

INTERNSHIPS

BEMO Bank June – Aug. 2021

Human Resources Intern

Chemonics – USAID Dec. 2021-Feb. 2022

EXTRA-CURRICULAR ACTIVITIES

Member – LAU Event Organization club 2020 – 2021

Vice president – LAU TEDx Talks club 2020 – 2021

Translator – Kato Online Platform (English to Arabic) Jan. 2021 – Present

Schools Relations Outreach Assistant – Ketob b Ketob Initiative Nov. 2020 – Mar. 2021

Member – LAU Camping and Hiking club 2019 – 2020

Member – LAU Social Work club 2019 – 2020

Volunteer – Shifaa NGO, Beirut Feb. – Apr. 2020

Volunteer – Makhzoumi Foundation, Beirut Nov. – Dec. 2019

Physics Teacher – MMKN NGO Sept. – Nov. 2019

Volunteer – ROAD initiative, Saida Oct. – Nov. 2019

Participant – Model Arab League LAU, Beirut 2018 – 2019

COMMUNITY SERVICE PROJECT

Under the community service project required in the USAID scholarship program, I manage the outreach and communication section to implement our team project “Inclusion starts with I”: To empower blind people in

Baabda School for Blind and Deaf with the help of students from Nahr El Bard Camp. The project will be implemented in summer 2021 under the supervision of the Outreach and Civic Engagement Department at LAU.

WORKSHOPS

Series of Workshops - Outreach and Civic Engagement Department at LAU	2019 – Present
• Basic Professionalism & Business Etiquette – Dr. Serge Chamelian	May 2021
• Job Search Strategies – Ms. Christine Jawhari	Mar. 2021
• Innovation and Entrepreneurship – Ms. Krystel Khalil	Mar. 2021
• The Art of CV Writing – Ms. Narin Atamian	Mar. 2021
• Engaging in Productive Self-Reflection – Mr. Hadi Moubayed	Feb. 2021
• Public Speaking: Body languages – Ms. Assil Ayyash	Feb. 2021
• Job Interview Guide – Mr. Khaled Tayara	Feb. 2021
• Professional Growth & Wellness – Ms. Clara Nader	Jan. 2021
• Perfect Pitch – Ms. Jolie Chalhoub	Dec. 2020
• Self Branding – Ms. Maya Hawa	Nov. 2020
• Life Coaching & Emotional Intelligence – Ms. Clara Nader	Oct. 2020
• Pathways of Public service & Civic Engagement – Mr. Imad Shmaitilli	Sept. 2020
• Personal Development – Mr. Roni Matar	Sept. 2020
• Interview skills workshop – Amazon Recruiters	June 2020
• The Clean Technology Learning Series – Berytech [Dr. Najat Saliba & Mr. Anwar Al Shami]	May 2020
• How to manage the behavior of children with autism – Autism Awareness Association	May 2020
• Leading Organizations in High-Risk environment – Duke University	May 2020
• Income Savings and Assets	Apr. 2020
• Community Development & Project Management – Mr. Imad Shmaitilli	Apr. 2020
• Privileges and Responsibilities – Mr. Ammar Abboud	Apr. 2020
• Keeping a positive mindset amid COVID-19 pandemic	Apr. 2020
• Google Digital Skills – Maharat Min Google	Apr. 2020
• Adapting to a new lifestyle – Mr. Julien Bourelle & Dr. Alia Crum	Mar. 2020
• Emotional Intelligence – Ms. Maha Wakim	Feb. 2020
• Computer Skills [PowerPoint] – Ms. Iman Aziz	Feb. 2020
• Communication Skills – Ms. Assil Ayyash	Dec. 2019
• Power of Citizenship – Ms. Joanna Nassar	Nov. 2019
• Anger Management – Dr. Marie Jose Sanchez Ruiz	Nov. 2019
• Negotiations and Conflict Resolution	Nov. 2019
• Goal Setting Strategies – Deans of Students at LAU	Oct. 2019
• Time Management and Studying Skills – Deans of Students at LAU	Sept. 2019

CERTIFICATES

-
- | | |
|-------------------------------------------------------------------------------------------------|-----------|
| • Stellar student award – Outreach and civic engagement department at LAU | Oct. 2021 |
| • Creativity and problem-solving skills - Metropolitan school of science and business UK | Aug. 2021 |
| • Effective presentation skills - Metropolitan school of science and business UK | Aug. 2021 |

- **Self-confidence-** MUNC and LAP club July 2021
- **Red cross participation certificate** June 2020
- **Advanced Training on Democratic Good Governance and Conflict Prevention for Syrian and Lebanese Youth** – Advanced Democracy for Sustainable Peace and Konrad Adenauer Stiftung Apr. 2019
- **Training on Democratic Good Governance and Human Rights Principles** - Advanced Democracy for Sustainable Peace and Konrad Adenauer Stiftung Oct. 2018
- **Certificate in Customer Service Training** – BEAT NGO July 2018
- **“Get Active” Certificate [Training on Self Awareness & social entrepreneurship]** – MMKN Apr. 2018