

Amal Yassine

West Beqaa – Lebanon

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PROFILE SUMMARY:

Reliable and adaptable team player with strong work ethics and interpersonal skills.
Able to learn new skills efficiently.

WORK EXPERIENCE:



Intern

June – July 2020

BEMO Banque, Beirut

- Introduced to different bank departments and their functions including risk management, private banking, treasury and capital market, compliance, operation management, and branches network.
- Gained new skills in the banking sector including reading bank accounts, checks, cards number, and forecasting commodity prices.
- Completed a project related to risk management “Managing Covid19 impact and related risks in the banking sector”.

VOLUNTEERING EXPERIENCE:



Outreach Member

February 2022 – Present

Student Development Program (SDP)

- Handle the registration of students, volunteers, and participants through creating and managing the forms.
- Send emails to students, tutors, speakers, and universities.



Coordinator

February 2022 – Present

MMKN NGO, Public School Support Program (PSSP)

- Monitor tutors to ensure timely session delivery and the quality of engagement during sessions.
- Monitor student's attendance of reinforcement sessions.
- Report to the MMKN team.



Mentor

September 2020 – December 2021

Outreach & Civic Engagement unit, LAU, Beirut

- Assisted USP&HES mentees with academic follow up, tutoring, brainstorming leadership initiatives and other activities.
- Submitted a weekly report to the USP management that includes the mentees' academic performance, grades, and volunteer activities.



Tutor

February 2020

Dar Al-Aytam Al-Islamiyah, Beirut

- Taught grade two students all subjects and helped them with their homework.
- Assisted the students academically and emotionally.
- Involved them in entrainment activities.

EDUCATION:



Lebanese American University, Beirut, Lebanon

August 2018 – December 2021

Bachelor of Science in Business Administration, emphasis Banking and Finance.

Cumulative GPA: 3.89/4.0 (High Distinction)

MEMBERSHIP HONORS & AWARDS:

Member

February 2020 – Present

Beta Gamma Sigma

Beta Gamma Sigma is the international business honor society for AACSB-accredited business schools, which are the top 5% of business school programs around the world.

General Assembly Member

September 2019 – Present

Lebanese Red Cross – Youth Sector, LAU, Beirut

- Raise awareness among youths of all age groups on a variety of issues under three programs: Humanitarian Values and Principles (HVP), Youth and Health, and Environment.
- Improve communication and presentation skills, as well as teamwork and time management.
- Expand my network through being more involved in my community.
- Develop ethical standards.

Full USAID Scholarship at Lebanese American University

August 2018 – December 2021

- Accepted to the University Scholarship Program (USP VII – Cohort 3) to pursue my bachelor's degree at Lebanese American University.

ACHIEVEMENTS:

Community Service Project – Harmon Center for Rehabilitation and Care February 1 & 2, 2020

Planned and completed this project, funded by USAID, with my colleagues to engage the disabled and orphaned children in Rashaya through teaching them a traditional skill which is soap making.

CERTIFICATION:

Learner

February 2022

Excel Skills for Business – Coursera

An online course authorized by Macquarie University and offered through Coursera to be a professional user of Excel.

Alumni

2015 – 2017

Access 11 (AMIDEAST) – Beirut, Lebanon

English micro scholarship program funded by the US Department of State to benefit from a two-years program to learn 400 hours of English language instructions and additional workshops.

TRAININGS

Participant

May – August 2021

Friedrich Naumann Foundation for Freedom (FNF) Stock Market Training Program

- Introduced to the importance of investment management.
- Understood the language of investments: balance sheet, income statement, and cash flow statement.
- Understood how to read and analyze financial statements and turn financial information into valuation and investment decisions to choose among several stock market investment opportunities.

LANGUAGES

Fluent in spoken and written Arabic and English.

SKILLS

Computer skills: Microsoft Office Word, Excel, PowerPoint, and Outlook.

Time management, teamwork, communication, organization, highly motivated, and hard worker.