

Jane Ghnatio

Beirut, Lebanon

+961 76 742 822 | janeghnatio@gmail.com | [linkedin.com/in/janeghnatio/](https://www.linkedin.com/in/janeghnatio/)

EDUCATION

Lebanese American University (LAU)

Beirut, Lebanon

Bachelor of Arts in Political Science/International Affairs | Bachelor of Arts in Translation

Sep 2020 – May 2024

- Distinction List, Awarded merit-based scholarship
- Awarded the MEPI TLS scholarship
- Acted as treasurer of the International Affairs Club

Collège des Soeurs du Rosaire

Mansourieh, Lebanon

Lebanese Scientific Baccalaureate

Sep 2004 – Jun 2020

- Life Sciences Emphasis
- Honors Student, GPA: 4.0/4

PROFESSIONAL EXPERIENCE

United Nations Environment Programme (UNEP)

Beirut, Lebanon

Political and Economic Support Intern

Jun 2023 – Sep 2023

- Conducted focused research on key West Asia issues, offering valuable insights and updates to the Regional Development Coordinator
- Produced clear and tailored materials, such as briefs and presentations, contributing to effective communication and collaboration within the team
- Created clear background notes on West Asia, focusing on political/economic dynamics and water-related conflicts for better decision-making
- Established a comprehensive directory of current hunting laws in the region, highlighting strengths and weaknesses for improved clarity and compliance

Prime Selection Products

Boucherville, Canada

Social Media Manager, Translator and Copywriter

Jul 2022 – Apr 2023

- Crafted compelling and detailed product descriptions for web sales, effectively showcasing products to the online audience
- Translated product content from English to French, tailoring the messaging to align with the Canadian marketplace, ensuring a seamless and culturally relevant experience for French-speaking audiences
- Orchestrated social media efforts by managing Instagram and Facebook accounts, developing and executing social media calendars, and implementing marketing strategies to enhance online presence
- Designed engaging social media posts, combining creativity with strategic thinking to visually communicate brand messages and enhance audience engagement

EXTRACURRICULAR ACTIVITIES

LAU MOSAIC

Beirut, Lebanon

Co-founder, Editor, Contributor

Jan 2022 - Present

- Initiated the establishment of a trilingual student-led online publication, fostering a platform for diverse voices. Contributed substantively through multiple articles on a range of topics, enhancing the publication's thematic breadth and fostering dialogue and awareness within the student community
- Spearheaded the French section as Editor, ensuring high-quality content, linguistic precision, and cultural relevance. Managed a team of writers in a collaborative environment and maintained editorial standards for the French-language content

NDU Model UN

Beirut, Lebanon

Delegate

Mar 2019 – Apr 2019

- Actively engaged in a committee of over 50 students and contributed to diplomatic simulations, honed negotiation skills, and gained a solid understanding of international affairs
- Played a key role in fostering meaningful discussions on pressing global issues, contributing to a constructive and collaborative Model UN environment resulting in focused and relevant draft resolutions
- Awarded an Honorable Mention Award for outstanding performance in committee deliberations, demonstrating effective collaboration, critical thinking, and problem-solving abilities

SKILLS & INTERESTS

Languages: Arabic (Bilingual), English (Bilingual), French (Fluent C2), Italian (Basic)

Skills: Microsoft Office (Word, Excel, PowerPoint), Research, Creative Writing, Editing, Canva (graphic design)

Interests: Volunteering, Swimming, Piano, International Affairs