

**Maya El Gharib**

Burj Abi Haidar- Beirut, Lebanon

+96176659066

[mayaelghareeb1@gmail.com](mailto:mayaelghareeb1@gmail.com)

[www.linkedin.com/in/maya-el-gharib-438880173](https://www.linkedin.com/in/maya-el-gharib-438880173)

EDUCATION

---

**American University of Beirut (AUB)- Beirut, Lebanon**

Sep. 2020- Present

**Master of Science in Business Analytics**

**American University of Beirut (AUB)- Beirut, Lebanon**

Sep. 2017-May 2020

**Bachelor's Degree in Business Administration (BBA)-Business Information and Decision Systems concentration**

**Graduated with High Distinction**

**Amjad High School- Chouiefat, Lebanon**

Sep. 2015-June 2017

**Ranked 4th in Lebanon in the Lebanese Official Baccalaureate Sociology and Economics Exams in 2017**

EXPERIENCE

---

**Research Assistant Intern at the Asfari Institute for Civil Society and Citizenship** Sep. 2021- Nov. 2021

- Investigated women's status and gender during the Covid-19 pandemic in Jordan through the collection and summarization of online reports
- Reported the recent facts and figures relating to women's economic involvement and labor force participation in Jordan
- Reached out to and contacted several NGOs which support and empower women
- Conducted online interviews with feminist activists to know more about the measures taken by them to lessen the burden of the Covid-19 pandemic on women and girls in Jordan

**Project Executive at Hovi Digital Lab- Beirut, Lebanon**

Sep. 2020-Nov. 2020

- Worked closely with Hovi's Project team and Account Management team to assist on day-to-day tasks and provide support to ensure all ongoing projects are on schedule.
- Communicated with clients to understand their Sales and Marketing needs
- Got involved in the preparation of action plans and resources for Sales and Marketing projects
- Performed various coordinating tasks, like schedule meetings with clients, along with administrative duties, like maintaining project documentation and keeping projects statuses updated at all times.

**Operations Intern at Gevo Maritime and Transport L.T.D- Beirut, Lebanon** June 2019-Aug. 2019

- Worked on SAP ERP system for generating cost sheets, manifests, and invoices for each shipment received at Port of Beirut
- Collected and filed documents and sheets under their specific job numbers
- Prepared a delivery order document for each shipment received
- Assisted in sending arrival notices for customers for their shipments

**Rotational Intern at Bank of Beirut and Arab Countries- Beirut, Lebanon** June 2018- 1month

- Assisted in recording daily customers' transactions
- Communicated with clients and collected information to open new customers' accounts using a newly implemented system (CID)

**ACHIEVEMENTS AND VOLUNTEERING EXPERIENCE**

---

Member of the Beta Gamma Sigma international business honor society	Feb 2019- Present
Recipient of the "Google Analytics for Beginners" certificate by Google	July 2020
Volunteer tutor for International Baccalaureate high school students	Sep 2019- Sep 2020
Member of the Big Data club at AUB	Spring 2019
President of the Civic Welfare League club at AUB	May 2018-May 2019
Member of the Dean's Honor list at Sulaiman Olayan School of Business	Feb 2018- May2020

**PROJECTS DONE**

---

**INFO 200: Foundations of Information Systems** Spring 2018

Documenting the E-shopping/commerce business process at Liban Post through business process mapping technique by drawing the As-is process, identifying the enterprise system used and how it supports the abovementioned business process and suggesting the To-be business processes that can help improve the existing operations of the E-shopping process.

**INFO 225: Enterprise System Design and Implementation** Spring 2019

A deep analysis and understanding of the procurement process (of football T-shirts for the Big Games event at AUB) performed on Oracle (The ERP system used at AUB).

Drawing a comparison between the different specifications of Oracle and SAP systems.

Recommendations to make the procurement process of T-shirts more efficient and effective.

**BUSS 248: Developing Business Plan Workshop**

Fall 2019

Developing a business plan for launching a mobile application for the AUB and AUBMC cafeterias. My teammates and I had to perform SWOT analysis, financial forecasts, cost analysis, benchmarking, market research and analysis as well as draw data flow diagrams that depict the new operations and business processes done at the cafeterias after activating the application.

**INFO 226: System Development and Database Design**

Fall 2019

A deep study and analysis of the existing operations at Print Shop (a stationery firm), including the identification of the bottlenecks of the existing operations, collection of requirements for a new system to handle efficiently and effectively the operations, and the documentation of the existing business processes through using business process mapping. We also had to come up with a new system that would satisfy the needs of Print Shop and document the new system's specifications through the usage of data flow diagrams, entity relationship diagrams, relations or tables and input and output screens.

**SKILLS**

---

MS Word, PowerPoint, Excel, Visio 2016, SAP, Excel Solver, R, and Python

Arabic (Native), English (Fluent), French (Beginner)

Continuous learning, Responsibility, Teamwork, and Communication

**PUBLICATIONS**

---

Gender Bias in Text: Origin, Taxonomy, and Implications

Aug. 2021