




LINDA FARAJ

BUSINESS GRADUATE

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OBJECTIVES:

An independent and self-motivated Master's student with a passion for equity markets, asset-backed securities, and client relations. I am seeking to acquire the appropriate knowledge to provide investment opportunities tailored to the wants and requirements of my future clients. Creativity and unorthodox methodology are the driving forces. I am looking to leverage the knowledge and skills gained from the university into a successful career.

WORK EXPERIENCE:

Research Assistant, Data Analyst

November, 2022 - December 2022

Intern, Database Curator

September, 2022 - October 2022

American University of Beirut (AUB), Beirut

The American University of Beirut bases its educational philosophy, standards, and practices on the American liberal arts model of higher education. It a teaching-centered research university has around 800 instructional faculty and a student body of around 8,000 students.

- Gathered raw data from primary and secondary sources inside the lab that saves researchers' time by 30%.
- Analyzed and reported four faculties data using Power BI to meet director's purpose of use.
- Completed laboratory analysis, resulting in a 25% increase in work efficiency.

Sales Associate

August, 2018 - December, 2018

Carpet Plus, Beirut

Carpet Plus is an ultimate home improvement address, with a wide selection of household, bedding, flooring, parquet, carpets, and wall covering, in addition to one of the largest displays of indoor and outdoor furniture.

- Prepared with a team of 4 members, about 50 drawings, models, images, and other documents relating to the design and installation.
- Coordinated around 30 furnishing and maintenance projects.
- Took responsibility for selling a wide selection of flooring, parquet, and wall coverings.
- Analyzed performance, tactics, and techniques of competitors on a weekly basis to improve own skills.

Administrative Assistant

February, 2017 - September, 2017

Shafa Water, Beirut

Shafa Water is a young bottled mineral water company based in Lebanon, targeting local and regional markets of mineral water consumption.

- Maintained records for staff office space, phones, company credit cards, and office keys.
- Performed general critical duties such as faxing, photocopying, mail distribution, and filing.
- Created various documents using Microsoft Office.
- Interacted professionally with a wide variety of clients and organizations.

Sales Associate

May, 2016 - September, 2016

Chantilly Chocolatier, Beirut

Chantilly Chocolatier produces a wide range of chocolates with different flavors and shapes for a variety of events for the local as well as the export markets.

- Demonstrated a deep understanding of the company's products and services and was able to effectively share this knowledge with customers.
- Handled all incoming phone calls and provided personalized service.
- Proven ability to build relationships with customers and identify their needs.
- Guaranteed client satisfaction with upselling techniques resulting in an average sale amount increase of 43%.

Promoter

Phoenicia Aer-Rianta (PAC), Beirut

May, 2015 - October, 2015

Phoenicia Aer-Rianta Company (PAC) is situated at Beirut Rafic Hariri International Airport and is the sole operator of duty free retail management.

- Demonstrated strong product knowledge and was able to provide knowledgeable recommendations to customers based on their individual needs.
- Received positive feedback from customers on a frequent basis, which helped to boost company morale and ensure customer satisfaction.
- Demonstrated success in up-selling and cross-selling products to achieve monthly sales goals.
- Solved customer complaints and resolved billing discrepancies via phone, email, and in person.

Hostess and Customer Service

Park Tower Suites, Beirut

December, 2014 - March, 2015

Park Tower Suites is the ideal four stars hotel for business executives and leisure travelers alike.

- Found innovative solutions through identifying challenges which resulted in increased sales.
- Ordered and maintained inventory for a 24-hour restaurant.
- Assisted in the presentation of appetizers, main dishes, side dishes, salads, desserts, beverages, and service ware.
- Documented, categorized, and archived all receipts.

EDUCATION:

Double Master's MIAGe (MBA and Master in MIS)

Sagesse University (ULS), Beirut

Expected completion 2024

Bachelor of Business Administration in Management Information Systems [GPA: 3.96/4.0]

Arts, Sciences and Technology University In Lebanon (AUL), Beirut

December, 2018 - March, 2021

- Awarded a University Scholarship.
- Graduated with Honors in the field of Management Information Systems.

Technical Baccalaureate BT3 of Interior Design [5th rank over Lebanon]

Al Amlied Technical Institute, Beirut

September, 2010 - July, 2013

- Awarded an Institute Scholarship.
- Graduated with a 5th rank in the field of Interior Design.

CERTIFICATES:

Online Training Program Accreditation in Career Growth Learning

American Institute of Applied Education, USA

Issued July , 2022

TECHNICAL SKILLS:

- Microsoft Office (Excel, Word, PowerPoint, Power BI, Access)
- Programming Languages (C++, JavaScript, SQL, and PHP)
- Markup Language (HTML, CSS)



LANGUAGES:

- Arabic - Mother Language
- English - Fluent