

# MONICA MALAEB

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## EDUCATION

**Bachelor of Science in Business Studies with emphasis in Management**

**Lebanese American University (LAU), Beirut, Lebanon.**

*Grad. Dec'21*

*Cumulative GPA 3.53/4.0*

**Carmel Saint Joseph, Meshref, Lebanon**

*Jun'18*

French Baccalaureate

## INTERNSHIP/ TRAINING

**SAP (Systems Applications and Products in Data Processing)**

*Jun'21*

- Completed the "RISE with SAP S/4HANA Cloud - Project Management" training that gives an overview of the RISE with SAP S/4HANA Cloud solution

**Central Bank of Lebanon, Beirut, Lebanon**

*Jul'20*

- Gained Knowledge on the role of each department in the Central Bank

**Nehme and Therese Tohme Multiple Sclerosis Center**

*Jun'18*

**American University of Beirut Medical Center (AUBMC), Beirut, Lebanon**

- Handled the data entry of questionnaires done for patients with multiple sclerosis for research purposes
- Assisted the unit in various administrative tasks, organizing files, filing documents, phone calls

## AWARDS

**Lebanese American University**

*Fall 2021*

- Honors scholarship

**Lebanese American University, Beirut, Lebanon**

*Dec'20*

- Won the first runner up prize for the development of the best business idea, (ASAP) an application that provides all home services by professionals in the fastest way possible

## EXTRA-CURRICULAR ACTIVITIES

- MMKN NGO – volunteer Mar- May 2021
- Animal Care Club LAU – *member* Fall 2019-2021
- Event Organization Club LAU – *member* Fall 2019-2021
- Social work club LAU – *member* Fall 2019-2021

## SKILLS

- **Computer:** Microsoft Office (Word, PowerPoint, Excel)

- **General:** Highly responsible, dedicated, and organized

- Strong interpersonal skills
- Quick and flexible learner
- Teamwork
- Time management

**Languages:** Arabic, English, French and Spanish (Fluent, written and spoken)