

“ To explore my core strength and experience in administrative work and maintain good relationships with individuals and groups for the organizational development and continuous success.



Maysa Kawtharani

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Beirut, Lebanon

EDUCATION



Lebanese American University (LAU)

Bachelor's degree in Business and Administration; Emphasis: Management

- Spring 2022 graduate
- Beirut, Lebanon

MY SKILLS

- Financial management
- Quick learner
- Computer and research skills
- Sales oriented
- Human resources skills
- Leadership
- Analytical skills
- Client acquisition
- Time management
- Administrative skills

EXPERIENCE & INTERNSHIPS



Admissions Officer at Phoenicia University (Sep 2021- Present)

- Upholding both physical and digital office filing systems
- Assisting in the development of marketing plans to recruit candidates into college programs
- Serving as a source of information for potential applicants locally & internationally
- Scheduling, organizing and conducting high school orientation programs on & off-campus
- Arranging for PUEA and evaluating potential candidates during admissions committee



Financial assistant at KAWTHARANI-HAKIM law firm (2021)

- Assist in financial operations
- Filing and data entry
- Customer service



The internship program of Fransa Bank in operational and commercial sections (July 2019)

- Personal banker
- Customer service
- Filing



The internship program of Bank Audi in operational and commercial sections (June 2019)

- Personal banker
- Customer service
- Filing

ACTIVITIES AND CERTIFICATES

- Volunteer at Medrar organization, civic engagement course (April 2019)
- Red Cross GA member at the Lebanese American University, youth Department. (2018-2019)
- Volunteer teacher at MMKN organization (2017-2019)
- Member at AIE club, LAU. (2017-2018)
- Member at the environment club, LAU. (2017-2018)
- Workshops: Time management, communication skills, business networking, personal development, business intelligence, emotional intelligence and many leadership related workshops.
- Certificate for volunteering in ACCESS 14 field day at AUB from Amideast and US embassy. (September 2019)
- Certificate of participation from Beirut marathon association and Saradar Bank (Mar.2019)
- Certificate of participation from Beirut marathon association and BIOM Bank (Nov.2019)
- Certificate of appreciation for volunteering in the public-school support Program during the year 2018-2019
- Certificate of participation in "The Power of LAU Stimulation Models" Parliament of Lebanon. (2018)
- Certificate of appreciation for volunteering in the public-school support program during the year 2017-2018.
- Award certificate for having perfect attendance (400 per 400 hrs.) during access program.
- Certificate of achievement from the Lebanese Center for Civic Education.
- Certificate of participation in the first aid course from The General Directorate of Civil Defense. (2016)
- Certificate of achievement for successful completion of the intensive, two-year English program. (Dec. 2016)

PROJECTS

- Community service project "Be Fit ... Stay fit" Funded by USAID at Sarafand high school and Tuffahta public school (March 2019)
- LAU environment club Green Earth project at Biel. (2018)
- Project citizen training and showcase at LAU. (2016)

ACHIEVEMENTS

- USAID full scholarship, USP student program (2017- 2020)
- ACCESS micro scholarship program, access alumni member (2016-present)

LANGUAGES

- Bilingual English and Arabic
- Beginning German and Italian