

JAD FREIJ

Beirut, Lebanon
Email: jmf15@mail.aub.edu
Mobile : + (961)-76885798

OBJECTIVE

To obtain a summer internship position in the area of human resource management.

EDUCATION

Sept 2020 – May 2023	American University of Beirut (A.U.B.)	Beirut, Lebanon
	▪ B.B.A – Concentration: Human Resource Management	
Oct 2018 - Jun 2020	Makassed Ali Ben Abi Taleb Collage (ABAT) Lebanese Baccalaureate - emphasis in Life Science	Beirut, Lebanon

WORK EXPERIENCE

Beirut, Lebanon

- Working on my online perfume shop via different social media platforms since 2020. (Curious Scent)
- Attended [one-week](#) training in the accounting department (cost control) for orientation purpose in Mini Guette.

COMPUTER SKILLS

Proficient in Microsoft Office (Excel, Word, PowerPoint, Visio)

LANGUAGES

Fluent in English and Arabic (Speaking, Reading, and Writing)

SOCIAL ACTIVITY /PROJECT

- Participated in the Seventh LAU Model Arab League Conference 2018.
- Participated in the 5th Arts and sciences Fair in LAU.
- Volunteered in the summer camps and winter sessions in Abed Al Rahman Ben Awf Mosque from 2016 till 2018 (worked in planning activities and in basketball coaching)
- Volunteered with several NGOs in more than 100 hours of community service (Makhzoumi Foundation- Makassed Foundation- Beirut Muslim Scouts ...)
- Participated in all the Beirut Marathons from 2014 to 2018 (Participated as a coordinator in 2017)

REFERENCES

- Available upon request