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#### **EDUCATION Most Recent Backwards**

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<b>From 08/2018 to Present</b>	<b>American University of Beirut</b> Bachelor of Science in Chemistry	<b>Beirut, Lebanon</b>
<b>From 09/2006 to 06/2018</b>	<b>Dhahran British Grammar School</b> Primary & Secondary	<b>Khobar, Saudi Arabia</b> - Completed 9 O - Levels & 4 As - Levels

#### **EXPERIENCE Most Recent Backwards**

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<b>From 08/2019 to 06/2020</b>	<b>AUB - Lebanese Red Cross Youth Sector</b> Position held: Volunteer <ul style="list-style-type: none"><li>• Organize and participate in a blood drive, raising awareness on the importance of blood donations.</li><li>• Attend Workshops on Non-Discrimination and Gender equality.</li><li>• Visit an elders home, entertaining and helping elders.</li><li>• Collect perishable goods and donations for the people in need.</li><li>• Sort and package perishable goods and distribute to the people in need.</li><li>• Visit Schools in the neighborhood and provide them activities to engage student collaboration.</li></ul>	<b>Beirut, Lebanon</b>
<b>From 06/2019 to 08/2019</b>	<b>Amal Association</b> Position held: Teacher Assistant <ul style="list-style-type: none"><li>• Aid Grade 5 refugee students broaden their knowledge on Mathematics, English and Science</li><li>• Help organize and maintain the classroom for learning to take place comfortably</li><li>• Provide assistance to the homeroom teacher in the classroom with printing, making and grading children's worksheets.</li><li>• Provide new innovative ways of learning mathematics, making it easier to grasp certain topics</li><li>• Take on the role of the teacher when there is an absence of one.</li></ul>	<b>Beirut, Lebanon</b>
<b>From 04/2017 to 06/2017</b>	<b>Work Experience at National Oil-well Varco</b> Position held: Office Intern <ul style="list-style-type: none"><li>• Maintain Database by entering new and updated customers and account information</li><li>• Scheduling meetings and appointments with potential buyers</li><li>• Working alongside junior accountants on updating journal entries, maintaining accounts receivable and accounts payable.</li><li>• Scanning, Photocopying and printing documents for staff.</li><li>• Collecting and reviewing purchase orders (PO), checking for stock availability and quantity.</li></ul>	<b>Dammam, Saudi Arabia</b>
<b>From 04/2016 to 05/2016</b>	<b>Earthquake Relief Nepal Volunteer Trip</b> Position held: Volunteer <ul style="list-style-type: none"><li>• Collect and Distribute donations collected in Saudi Arabia to families affected by the disastrous earthquake</li><li>• Build, Paint and Organize a new school that was destroyed during the earthquake.</li><li>• Teach and play with children in the affected area.</li><li>• Plant 150 trees in an attempt to help prevent future disasters.</li><li>• Provide donations and help build a well that provides the affected village with pure, clean running water.</li></ul>	<b>Nepal</b>

## **PROJECTS ACCOMPLISHED/OR EXTRA CURRICULAR ACTIVITIES**

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- **Lebanese Red-Cross Clothes Drive - AUB**

## **LANGUAGES**

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- **Arabic** — Native Language (speaking, reading and writing)
- **English** — Fluent (speaking, reading and writing)
- **French** — Limited working proficiency (speaking, reading and writing)

## **COMPUTER SKILLS**

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- Microsoft Word, Excel, PowerPoint, Access, OneNote, Outlook.
- Apple Keynote, Pages,
- Google Drive, Docs, Slides, Sheets, Forms.
- Presentations/Slideshows iMovie, PRIZE, Tableau.
- Creative Cloud Photoshop, Acrobat, Illustrator.

## **RESEARCH SKILLS**

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- Writing proposals, reflecting on research, differentiating sources, summarising primary and secondary sources.

## **SOFT SKILLS**

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- Flexibility, Time Management, Problem Solving, Professionalism, Critical Thinking, Adaptability, Interpersonal Communication, Friendly Personality.