

GHIWA EL KAISSI

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LinkedIn: [linkedin.com/in/ghiwaelkaissi](https://www.linkedin.com/in/ghiwaelkaissi) | Nationality: Lebanese

PROFESSIONAL EXPERIENCE

Audit Intern, Deloitte and Touche, Lebanon Jul 2022 - Aug 2022

- Analyzed and proofread client's financials
- Assisted in substantive testing
- Summarized minutes of BOD meetings
- Cooperated with different stakeholders to be able to meet deadlines

Secretary, Student Council, USJ Nov 2021 - Sep 2022

- Organized and executed student activities (workshops, trainings, conferences, projects...)
- Assisted in searching for funding opportunities
- Produced and archived council's minutes of meetings
- Communicated students' concerns to the administration
- Worked alongside different administrative departments

Made By Kai, Lebanon Aug 2020 - Present

Co-founder of a handcrafted jewelry small business

- Prepared financial statements and balance sheets
- Planned and implemented marketing techniques to promote the microbusiness
- Managed social media platforms
- Conceptualized and executed jewelry designs

EDUCATION

Saint-Joseph University of Beirut, Lebanon Sep 2020 - Jun 2023

Bachelor of Science in Economics

Ranked among top students; GPA: 3.59 and awarded a merit-based scholarship

Lycée Abdel Kader, Beirut, Lebanon Oct 2005 - Jun 2020

Lebanese and French baccalaureate

Graduated with high distinction; Average: 17.1/20

VOLUNTEERING

Volunteer, Food Blessed Jul 2019 - Present

- Participated in the preparation of over 700 meals
- Distributed meals to underprivileged Lebanese and Syrian families

Volunteer, Dar El Aytam Jul 2019 - Sep 2020

- Managed stocks and donations
- Reorganized archives

Volunteer, Lebanese Red Cross Nov 2019 - Feb 2020

- Attended sessions aiming to enforce social values and in debates on the role of citizens in the society
- Organized clothes donations targeting underprivileged people in Beirut

TRAININGS - WORKSHOPS - CERTIFICATES - COURSES

Workshop, Model Youth Parliament, FNF and USJ April 2022

Hackathon, Environmental Theme, AUF March 2022

Workshop, Online and Marketing Strategies, USJ March 2022

Workshop, Leadership Training, USJ Jan 2022 - Feb 2022

LANGUAGES AND SKILLS

Languages: Arabic (native), English and French (Bilingual proficiency)

IT skills: Proficient in Microsoft Office (MS Word, Excel, PowerPoint, Publisher, Outlook)