

**Celine Saade**

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**EDUCATION**

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<b>Bachelor of Science in Economics, Lebanese American University (LAU)</b>	Aug 2020 – Jun 2023
<ul style="list-style-type: none"><li>• Full Merit Scholarship under the USAID Higher Education Scholarship</li><li>• Dean's Distinction List in Spring 2023 (GPA: 3.62/4.0)</li></ul>	
<b>Lebanese Baccalaureate in Life Science, Rachiine Public High School</b>	Sep 2017 – Jun 2020

**EXPERIENCE**

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<b>Adir Insurance – Brokers Relationship Officer</b>	Jul 2023 – Present
<ul style="list-style-type: none"><li>• Understood the needs of insurance brokers and develop solutions to meet those needs.</li><li>• Followed up on new business opportunities and ensured timely renewals of existing policies.</li><li>• Negotiated and closed deals with insurance brokers.</li></ul>	
<b>Valsoft Corporation Inc. – Business Development Intern</b>	Dec 2022 – Jan 2023
<ul style="list-style-type: none"><li>• Conducted market research on vertical market software companies to support company growth and database expansion.</li></ul>	
<b>Central Bank of Lebanon – Trainee</b>	Jul 2022
<ul style="list-style-type: none"><li>• Gained a strong and useful understanding of economic, financial, and marketing concepts and strategies.</li><li>• Acquired in-depth understanding of tasks associated with BDL's units and departments.</li></ul>	

**LEADERSHIP AND ACCOMPLISHMENTS**

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<b>Caritas – Volunteer</b>	Sep 2020 – May 2023
<ul style="list-style-type: none"><li>• Assisted in packaging and distributing food to individuals in need, managing up to 10 households.</li></ul>	
<b>HES – Community Service Project Coordinator</b>	Feb 2022 – May 2023
<ul style="list-style-type: none"><li>• Provided awareness sessions about career guidance to 100+ high school students by empowering them with the soft and technical skills needed to help them in their future academic and professional lives.</li></ul>	
<b>LAU Simulation Models – Assistant Under Secretary General for Outreach</b>	Jun 2022 – Aug 2023
<ul style="list-style-type: none"><li>• Managed a team of 20 coordinators, providing detailed task explanations and ensuring their understanding of assigned responsibilities.</li><li>• Proactively resolved 1200 students and 40 advisors' issues both on-campus and online.</li><li>• Conducted weekly meetings to delegate tasks, foster improvement, and facilitate effective communication and collaboration.</li></ul>	
<b>LAU Economics Club – President</b>	Sep 2021 – Jun 2022
<ul style="list-style-type: none"><li>• Planned and executed a variety of events, seminars, and workshops to foster member interaction with industry leaders.</li><li>• Conducted regular meetings with board members to ensure alignment with organizational goals and optimize member experience.</li></ul>	
<b>LAU Simulation Programs – Outreach Coordinator</b>	Sep 2021 – May 2022
<ul style="list-style-type: none"><li>• Acted as the primary liaison between the university and school advisors, promoting five simulation programs effectively.</li><li>• Provided comprehensive guidance to advisors throughout registration and participation stages, ensuring seamless workflow management through daily follow-ups.</li></ul>	
<b>Lebanese American University – Tutor</b>	Feb 2021 – May 2021
<ul style="list-style-type: none"><li>• Conducted 10 individual tutoring sessions for college students focusing on key economic courses, principles, and concepts.</li><li>• Achieved an average performance score of over 85% among the majority of students.</li></ul>	
<b>FoodBlessed – Volunteer</b>	Sep 2020
<ul style="list-style-type: none"><li>• Managed the packaging and distribution of food to individuals in need.</li></ul>	

**ADDITIONAL INFORMATION**

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**Languages:** Fluent English, Arabic, and French – Beginner Italian  
**Skills:** Microsoft Office Word – Microsoft PowerPoint – Microsoft Excel – STATA