

Reem H. Kaddoura

Saida, Lebanon
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PROFILE

Excellent verbal and written communication skills
Well-developed management and problem-solving skills
Highly responsible, dedicated, and organized

EDUCATION

Lebanese American University (LAU), Beirut, Lebanon	Aug. 2019 - May 2022
Bachelor of Sciences in Business - Emphasis in Banking & Finance	CGPA 3.97/4.0 Major GPA 4.0/4.0
Minor in Data Analytics	
Placed on the High Distinction List of LAU Adnan Kassar School of Business	

WORK EXPERIENCE

HR & Operations Executive Intern - Ghaya LLC - Dubai, UAE - Remote	Aug. 2022 - Present
<ul style="list-style-type: none">Managing the profiles and database of coachesHeadhunting and communicating with potential coaches to join the platform	
Student Assistant - Career and Placement Office, School of Business - LAU - Beirut, Lebanon	Aug. 2019 - Feb. 2020
<ul style="list-style-type: none">Prepared and modified CVs and other documentsScheduled and coordinated meetings for students via phone	

VOLUNTEER WORK & EXTRA-CURRICULAR ACTIVITIES

Coordinator - Blominvest Virtual Stock Exchange Competition - LAU - Beirut, Lebanon	Oct. 2021 - Present
<ul style="list-style-type: none">Assisting the bank with logistics of the competition (applications, training sessions, etc.)Leading the students who encountered problems with the trading platformTracking down the performance of students daily	
Secretary - LAU Finance Club - Beirut, Lebanon	Sept. 2021 - May 2022
Member - LAU Social Work Club - Beirut, Lebanon	Sept. 2020 - May 2022
Volunteer - Makhzoumi Foundation - Beirut, Lebanon	Sept. 2021 - Nov. 2021

CERTIFICATIONS /AWARDS

Blominvest National Virtual Stock Exchange Competition	Oct. 2019 - Sept. 2020
<ul style="list-style-type: none">First place winner at LAU with an average return of 74% (First out of 50 LAU students)First place winner at the National Competition (First out of 12 Finalists from different universities)Traded stocks virtually, created a unique strategy, and generated a high return	
Finalist at Refinitiv International Portfolio Management Competition	
Winner of the international team award of COBE Innovation Challenge	

SKILLS & INTERESTS

- Fluent in English and Arabic
- Proficient in Microsoft Office
- Intermediate skills in Tableau, SAP ERP, and SPSS.