

# Karen Sultanian

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## Education

<b>Lebanese American University – Byblos, Lebanon</b> <b>B.S in Business Studies</b> – Double Emphases: Accounting and Banking & Finance Dean's Distinction List   Cumulative GPA: 3.86   Major GPA: 3.9	Sept. 2019 - May 2022
<b>Beirut Evangelical School for Girls and Boys – Rabieh, Lebanon</b> Lebanese Bacculaureate (Sociology and Economics)	Sept. 2004 - June 2019

## Work Experience

<b>Business Development Contact Agent - Jahani and Associates (Remote) - New York</b> • Manage large amounts of outbound and inbound calls and emails • Report on KPIs and metrics in a timely, organized, and efficient manner • Identify customers' needs, clarify information, research every issue, and provide solutions or alternatives	Feb. – April 2022
<b>Audit/Accounting Intern at BDO - Semaan Gholam – Ashrafieh, Lebanon</b> • Organized documents provided by the bank for auditing purposes • Audited the payroll statistic report by calculating the income tax and end of service payment • Audited the bank statements to check for unusual numbers worth investigating	July - August 2021
<b>Young Leaders Program- Saradar Bank in collaboration w/ ESA Business School (Remote)</b> • Participated in workshops on related to Banking, Investment, Tech and Finance • Ranked one of the Top 20 Performers	July - Sept. 2021
<b>Accounting Intern at General Pharm – Jounieh, Lebanon</b> • Administered in account receivable and account payable. • Audited and filed detailed statement of accounts. • Analyzed financial transactions by entering account information.	Feb. - May 2021
<b>Sales Representative and Cashier at Distinguo – Beirut, Lebanon</b> • Communicated with customers to lead them to the checkout processes.	June - Aug. 2019
<b>Accounting Supervisor at Chartouny Bros. – Beirut, Lebanon</b> • Supervised the delivery of goods	June - Aug. 2018

## Extracurricular Activities

• Active member in the Economics Club, Nutrition Club, and Armenian club	2020 - Present
• Volunteered at MMKN to provide tutoring services	Feb. - May 2021
• Coordinated with a team to receive emergency calls -Red Cross Antelias	June - Nov. 2018
• Armenian General Benevolent Union-Armenian Youth Association Scouts Movement	2011 - 2015

## Certifications & Workshops

• Rising from the Crisis for Economics Students -Lebanese American University	March 2021
• Career Paths for Economics Students - HR department of Byblos Bank	Feb. 2021
• Maharat Min Google -Digital Marketing by Google	April 2020
• Leadership courses -Haigazian University with WAZNAT	2018
• Diplôme D'études en Langue Française A1-B1 Certificates -French Embassy	2017

## Skills

**Technical:** Proficient in Microsoft Office (Word, Excel, PowerPoint, Outlook) | Acquainted with linear programming, solver, designing databases, and designing websites using HTML

**Languages:** Fluent in Arabic, English, French. Fluent in speaking Armenian. Beginner in Spanish