

Yasmina Dirani

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EXPERIENCE

Curriculum Assistant at American University of Beirut-AUB | Beirut - Lebanon **October 2022, Present**

- Developed program sheets aimed at enhancing students' comprehension of the curriculum, aiding them in selecting appropriate courses for registration
- Worked closely with faculty members to create and uphold course curricula that adhered to both departmental and university guidelines

Junior Underwriter Intern at Commercial Insurance | Beirut – Lebanon **August 2022, September 2022**

- Assessed insurance applications for APRIL International Insurance to evaluate the degree of risk associated with issuing coverage
- Analyzed data that includes insurance claims, loss trends, and market conditions
- Created insurance pitches and briefs for new and existing clients

Université Saint Joseph De Beyrouth-USJ | Beirut – Lebanon **November 2021, December 2021**

- Create content calendars and handle social media accounts

Hotel Dieu De France-HDF Intern | Beirut - Lebanon **June 2021 – August 2021**

- Employee Relations Intern in the Human Resources Department
- Vaccination Support Staff for COVID-19 at the Vaccination Center

Telemarketing Agent Intern at Mvision LLC | USA **January 2021 – March 2021**

- Made outbound calls to potential customers in the US
- Introduced insurance services to customers explaining their features and benefits
- Answered questions from customers addressing any concerns they may have about the provided service
- Followed up with customers who have shown interest

EDUCATION

Université Saint Joseph De Beyrouth - USJ | Lebanon **2019-2022**
Bachelor's Degree in Business Administration

ACTIVITIES AND VOLUNTEER EXPERIENCE

- International Market Certification from Université of Saint Joseph De Beyrouth-USJ **November 2021**
- Volunteering at Himaya **October 2021**
- First runner up team at the Hult Prize OnCampus Event - USJ CSS edition **January 2021**

SKILLS

- Client Servicing – Sales – Negotiation – Marketing Strategies – Data Analysis – Copywriting – Effective Communication – Active Listening – Problem solving – Goal Oriented – Presentation Skills – Team Coordination.
- Languages: Fluent in Arabic, and English.
- Computer Skills: Microsoft Office (PowerPoint, Excel, Word, Teams, Outlook)