

Rama Tayyar

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PROFESSIONAL SUMMARY

Disciplined and efficient university student. Eager to employ sterling communication and problem-solving skills to attain superb experience and have the delightful opportunity to carry that with them along their focus driven work journey.

Key competencies:

- Responsibility
- Teamwork
- Trustworthiness and ethics
- Problem solving

EDUCATION

American University of Beirut (AUB), Beirut, Lebanon September 2019 - June 2022
Bachelor's degree in Business Administration – Marketing
Graduation date: August 2022

Byron College, Athens, Greece June 2019
IGCSE's and AS level

EXPERIENCE

HR Intern at The Consolidated Contractors Group (CCC) July 2022 - August 2022

- Became familiar with various Training and development procedures and techniques.
- Took part in the recruitment process and talent acquisition.

EXTRACURRICULAR ACTIVITIES

Football club, Athens, Greece September 2018 - September 2019
Defender

- Member of the football team and participated in school matches.

Palestinian culture club, Beirut, Lebanon September 2019 - December 2019
Participant

- Talked about Palestinian culture and took part in seminars to discuss Palestinian rights and issues.
- Signed up through this club to participate in teaching Palestinian children refugees in a refugee camp in Beirut called 'Burj El Barajneh'.

Guitar club, Athens, Greece September 2017 - June 2018
Participant

- Practiced playing the guitar and learned how to play a couple of songs.

Drama Club, Athens, Greece September 2018 - December 2018
Actress

- Helped with some of the organization as well as makeup for the actors and actresses.
- Played a part in the plays.

WORKSHOPS AND CERTIFICATIONS

Business skills communication workshop, Beirut, Lebanon September 2019 - December 2019

- Had practice with being in groups and understanding the most important elements of teamwork as well as learning more about myself through doing personality tests.

• **Highest Arabic IGCSE level in Greece, Athens, Greece** June 2018
Byron College

SUMMARY SKILLS

Languages: Arabic, English

Computer skills: Spreadsheets, presentation tools, marketing automation, and communication and collaboration tools

Soft skills: Creative thinking, empathy, taking responsibility, positive attitude, clear communication, customer service, and efficiency

Interests: Writing, reading, guitar, football, cooking, and mindfulness