

Doha Gharib

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EDUCATION

Master of Arts in Applied Economics.	Sep. 2024 – Present
Lebanese American University (LAU) – Beirut, Lebanon	
Bachelor of Science in Business Studies, Emphasis ITM (MIS)	Sep.2021 – June 2024
Lebanese American University (LAU) – Beirut, Lebanon	
Minor in Data Analytics; CGPA: 3.64/4; MGPA: 3.75/4	

RELATED EXPERIENCE

Administrative Assistant at Lebanese American University	Feb 2025 – Present
<ul style="list-style-type: none">- Provide administrative support to the Economics Department, assisting with academic operations and faculty needs.- Manage academic support services and office administration tasks.- Utilize organizational and communication skills to enhance departmental efficiency.	
Graduate Research and Teaching Assistant at Lebanese American University	Sep 2024– Present
<ul style="list-style-type: none">- Conduct interdisciplinary research under the supervision of Dr. Ali Fakih, Chair of the Department of Economics at the Lebanese American University, focusing on economics, social issues, politics, migration, climate change, and gender dynamics with real-world policy applications.- Teach Econometrics lab course for undergraduate students- Collect, clean, and analyze datasets using advanced statistical methods in Stata to uncover trends, identify patterns, and draw evidence-based conclusions in social sciences and economics.- Collaborate with university professors and researchers to design and execute studies on economic trends, market dynamics, and policy implications, contributing to publications and presentations.	
Business Development Representative at Upgrade UAE	Nov 2024 – Present
<ul style="list-style-type: none">- Promoting and marketing business and its service through extensive and persistent cold calling, emails, and communication(s) to prospective clients- Scheduling Initial Prospecting Meetings for the Sales Team- Providing in-depth information to the Sales team to enable the most qualified and productive demos	
Microsoft Certified Tutor at Geek Express	Jan. 2023 – Present
<ul style="list-style-type: none">- Offering middle and high school students coding classes.	
Internship at Chemonics International	Oct 2023–March2023
<ul style="list-style-type: none">- Undergraduate intern at Chemonics international at USAID– funded Agriculture & Rural Empowerment (ARE) project. The tasks vary between visual compliance, review supporting documents, data entry, drafting reports and others.	
Internship Trainee at Banque Du Liban	June 2023– July 2023
Intern at Teach for Lebanon	May 2023 – June 2023
<ul style="list-style-type: none">- Served as a Monitoring, Evaluation, Accountability, and Learning (MEAL) intern, responsible for drafting reports, conducting data collection, and creating visual data presentations to support decision-making processes.	

Intern at Amideast

Jan. 2023– April 2023

- At the Entrepreneurship and Professional Development department, supported the department by conducting market research, coordinating logistics, developing strategic plans, performing data entry, tracking attendee participation in sessions and courses, and identifying potential course offerings.

Student mentor for HES students at Lau OCE Department

Jan. 2023– May 2023

- Guided HES students through academic challenges, providing tutoring, academic follow-up, and facilitating leadership initiatives, while offering personalized support to enhance their educational experience.

ACHIEVEMENTS

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| - Scholar at the USAID Higher Education Scholarship (HES) at LAU | Sep.2021– May 2024 |
| - The English Access Micro Scholarship Program Alumna by US– Embassy | Sep.2020– Present |
| - Applicant in Prototypes for humanities in UAE proposal with research titled:
Enhancing Neuroplasticity: A Personalized VR/AR Cognitive Training Program for Alzheimer's Disease Using a Gamified and Multisensory Approach Introduction and Importance | August 2024 |
| - Finalist in the Data Visualization Competition at LAU ACE | Dec. 2021 |

COMMUNITY SERVICE AND VOLUNTEER EXPERIENCE

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| - Scout Leader | Jan. 2023 – Present |
| - Provided a workshop for women titled (How to start your own business) | |
| - Preparing and delivering online and face-to-face tutoring and reinforcement sessions for Junior, sophomore, and Senior Business and Economics students at LAU. | |
| - Data Entry, case studies translator at Al– Reaya Association | Jan. 2022 – Present |
| - Volunteering with Outreach and Civic Engagement Unit at LAU | Sep. 2021– Present |
| - Tutoring Volunteer with MMKN NGO | June 2023– July 2023 |
| - Logistics and Data Entry at Chain of Education | Dec. 2022– July 2024 |
| - Data Entry with Sarepta Association | Nov.2022– July 2024 |
| - Data entry and organizing medicine with Grassroots | Jan. 2022 |

COMPUTER SKILLS

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- Microsoft Office: Word, Excel, PowerPoint, Access, and Outlook.
 - Visual basic, python, R, HTML, CSS: beginner
 - Tableau, SPSS, SAP S4HANA, STATA

WORKSHOPS

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| - Foundations of Cyber security by Google | - May 2023 |
| - Techsplore 2022 Cohort by All Girls Code | - August 2022 |
| - Developing Critical & Analytical Thinking Workshop | - April 2022 |
| - Team Building & Conflict Resolution Workshop | - Nov. 2021 |
| - Communication & Negotiation Skills Workshop | - Nov.2021 |
| - Time Management & Study Skills Workshop by Amideast | - Sep. 2021 |

- Project citizen Training and showcase by the Amideast and US Embassy - Dec. 2020

- **ADDITIONAL INFORMATION**

Tutoring: Coding, English, Math, Physics, Chemistry and Biology for middle and high school students

Languages: Fluent English and Arabic, beginning Spanish (A2)

Interests: Reading, Acting, Scouts, Speeches & Storytelling and Writing.