

Palig Giritlian

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Beirut, Lebanon

EDUCATION

Lebanese American University, Beirut, Lebanon	August 28 2021 – Present
MA in International Affairs, CGPA 3.89	
Lebanese American University, Byblos, Lebanon	August 2018 - May 2021
BA in Political Science and International Affairs, CGPA: 3.77/4.0	
<i>Honor's Program, graduated with Distinction</i>	
Adventist Secondary School, Bouchrieh	September 2008 – 22 June 2018
Lebanese Baccalaureate in Life Science	
American Evangelical Central High School, Achrafieh	September 2003 – June 2007
Nursery School and Primary School	

WORK EXPERIENCE

Caroline for Shoes and Bags, Beirut, Lebanon	January 1, 2020 – January 28, 2022
<i>Sales Manager</i>	
<ul style="list-style-type: none">• Provided first-class customer care using unique communication skills.• Monitored company finances and reviewed budgets to maintain spending targets.• Developed strategies to effectively manage difficulties faced due to the economic crisis.• Observed market activities to maintain trend and achieved financial and performance goals.• Maintained a positive and professional working environment for optimal customer satisfaction.• Ensured proper supply of products to the shop to create best seller items.	
Lebanese American University, Byblos, Lebanon	September 2019 – April 2020
<i>Financial Aid Assistant – Administrative Work</i>	
<ul style="list-style-type: none">• Data Collection• Ensured the right allocation of the collected information• Filing documents in appropriate places on time• Placing documents in online document-management programs• Researching information online in office filing systems to help the professor have the information necessary to start and finish projects• Finding solutions to adequately file the documents in a fast and effective manner	

INTERSHIPS

Konrad Adenauer Stiftung, Beirut, Lebanon	April – July 2022
<i>Research Assistant</i>	
<ul style="list-style-type: none">• Data collection for several projects and proposals, as well as initiating and drafting them• Writing several reports for the KAS projects, such as the ‘Strengthening Parliamentary Oversight to Enhance Accountability and Transparency’, available on	

<https://www.kas.de/en/web/rspno/veranstaltungsberichte/detail/-/content/strengthening-parliamentary-oversight-to-enhance-accountability-and-transparency>

- Comparative insight into the different legal system of the MENA region
- Further research of topics required for the internal use and team meetings
- Communication with the partners regarding the projects
- Attend the weekly and project meetings

International Center for Human Science (CISH)-UNESCO, Beirut, Lebanon June-August 2020

- Aided individuals with understanding the elements of writing a well-structured research paper.
- Maintained a positive working environment by ensuring clear communication between teams.
- Bridged employees and interns to ensure information and complaints are clearly communicated.
- Managed activities and workshops to provide an organized environment for guests and speakers.

Ministry of Foreign Affairs, Beirut, Lebanon July-August 2019

- Learned the different procedures applied by the department employees.
- Organized expatriate files and read required papers needed to apply for a Lebanese citizenship.
- Assisted employees in organizing papers to check for any missing documents.

VOLUNTEER WORK

Dafa Campaign, Beirut, Lebanon July 2021- December 2021

- Packaged and distributed food boxes/ donations and conducted data collection and analysis.

Red Cross Youth Section, Beirut, Lebanon 2016-2018

- Organized diverse projects and activities to entertain children and collect funds for the needy.
- Attended workshops to learn the guidelines to effectively run activities in a safe environment.
- Utilized conflict and resolution skills to maintain management, commitment, and proper communication when issues arise.

EXTRACURRICULAR ACTIVITIES

Lebanese American University, Beirut, Lebanon

- Undergraduate Research and Discovery Program (URaD), Researcher, 2020
- International Affairs Club, member, 2019-2021
- Animals Rights Club, Member, 2020

Adventist Secondary School, Bouchrieh

- Attended activities, workshops, and participated in school debates.

PROGRAMS & WORKSHOPS ATTENDED

Attending an e-course training on Labour Migration at ITCILO eCampus, October 2021 – December 2021

- A fair and effective governance of Labour Migration: The ILO Approach

- Developing and Implementing a Labour Migration Policy
- Reducing Labour Migration Costs and Instituting Fair Recruitment Processes
- An International Human Rights Framework for Migration in a Globalising World
- International Labour Standards
- Measuring and Analysing Migration
- Mainstreaming migration into national development planning
- Communicating on Migration
- Access to Labor Markets and Decent Work to Refugees
- Bilateral Labour Agreements
- Global and Regional Labour Migration Trends and Driving Forces, including South-South Movements: What Impact on Labour Markets?
- Linkages Between Employment Policy and National Migration Agenda
- Extending Social Protection to Migrants and Their Families
- Addressing Irregular Migration and Protecting Migrant Workers in Vulnerable Situations
- The impacts of COVID-19 on migrant and refugee workers
- Labor Mobility and Climate Changes
- Migration and Youth Development
- Fostering Re-integration of Returning Migrant Workers

Student Leadership Program, June 2021- March 2022

- Leadership for the Collective Good: Crisis, Conflict, Connection and Change
- Leadership & Professional Development: Introductions & Team Building
- Analyzing the Community Context and Identifying Opportunities
- Political Dynamics in the Middle East and North Africa: 10 Years of Uprisings
- Bridging Differences in Communication Style
- Developing and Evaluating Your Strategy for Change
- The United States Today: The Political System and Society
- Leadership & Professional Development: Networking & Relationship Building
- Resource Development and Contingency Planning
- Democratic Fragility and Resilience: Learning to Thrive in Times of Upheaval
- Leadership & Professional Development: Effective Visuals & Presentations
- Universal Human Rights: Conflict and Empowerment

SKILLS & LANGUAGES

Computer skills: Microsoft Office and Google Drive.

Languages: Fluent in English, Arabic, and Armenian.