

Pauline F. Stefan

Jib-Jannine, West-Bekaa, Lebanon

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EDUCATION

2020-present Bachelor of Business Administration in Economics. Lebanese International University. Khyara. West-Bekaa

GPA: 3.82

- Certificates:
 - Participation certificate in INJAZ innovation Camp.
 - Participation certificate in Kamal Youssef El Hajj competition in creative thinking 2019.
 - Cisco networking academy: get connected course

EXPERIENCE

No previous experience.

SKILLS

- **COMPUTER**:
 - Microsoft office: Word, PowerPoint, Excel
 - Eviews Software
 - Zoom
 - Google applications
 - Social Media.
- **LANGUAGES**:
 - Arabic—Native
 - English—Fluent
 - French—Fluent
- **COMMUNICATION**:
 - Retain strong verbal and written communication abilities.
 - Write business letters, emails, and memorandums.
 - Convey ideas to team members.
- **SELF-MANAGEMENT**:

- Capable of working effectively and multitasking in a high-pressure, fast-paced, deadline driven environment.
- Motivate myself and others to achieve tasks and goals.
- Initiative to learn and experiment new concepts.

REFERENCES

Available upon request.