

JANA KUTAISH

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EDUCATION

Lebanese American University (LAU) - Beirut, Lebanon

Sept. 2021– Expected June 2024

Bachelor of Science Economics

CGPA 3.2/4

Full USAID scholar

PROFESSIONAL MEMBERSHIP

LAU Billiard Club – LAU Economics Club – LAU Russian Cultural Club – LAU Social Work Club

RELATED EXPERIENCE

Model United Nations, LAU – Beirut, Lebanon

Sept. 2020 - March. 2021

Delegate:

- Lead in conferences/international affairs

Young Makers, US Embassy – Beirut, Lebanon

Nov. 2020 – Jan. 2021

First Prize Winner:

- Design 2D Graphics Online
- Print them in 3D using a 3D printer

CIVIC ENGAGEMENT AND VOLUNTEER EXPERIENCE

- **Facilitator & Social Media Manager – Chain of Education – Beirut, Lebanon – Dec. 2022 - Present**
- **First Aid, Relief and Welfare Provider - Civil Defense - Ras Beirut, Lebanon – Oct. 2022 - Present**
- **Make Activities for Kids – Dar Al Aytam - Beirut, Lebanon – Sept. 2022 – Present**
- **Beach Cleanup - Operation Big Blue – Beirut, Lebanon – Feb. 2022 - Present**
- **Data Entry – Al Reaya - Beirut, Lebanon - Jan. 2022 – Present**
- **Volunteer – Beit Al Baraka – Beirut, Lebanon – Oct. 2021 – Present**
- **Writing Competitor – Rafik Hariri Writing Competition – Shouf, Lebanon – April 2021**
- **Leader and Event Organizer– Baakline Official Secondary School – Shouf, Lebanon - Oct. 2020**
- **Singer in a Choir – AUB Zaki Nassif Program for Music – Beirut, Lebanon - Nov. 2018 & Dec. 2018**

WORKSHOPS

- **Maintaining Focus for Academic Excellence Workshop, by Mr. Imad Shmaitilli – Beirut, Lebanon – Nov 2022**
- **Emotional Intelligence Workshop, by Ms. Clara Nader – Beirut, Lebanon – Oct. 2022**
- **Public Speaking Workshop, by Ms. Assil Ayyash - Beirut, Lebanon - Feb. 2022**
- **Basic Studio Skills Workshop, by Mr. Antonio Bakhos - Beirut, Lebanon - Feb. 2022**
- **Advocacy and Citizenship Workshop, by Mr. Rabih Omar - Beirut, Lebanon – Feb. 2022**
- **Communication and Negotiation Skills Workshop, by Dr. Assil Ayyash - Beirut, Lebanon – Nov. 2021**
- **Power of Charisma Workshop, by Andrew Haddad - Beirut, Lebanon – Nov. 2021**
- **Anger and Stress Management Workshop, by Dr. Mariam El Khoury - Beirut, Lebanon – Oct. 2021**
- **Time Management and Study Skills Workshop, by Tarek Shebaya - Beirut, Lebanon – Sept. 2021**
- **Computer Literacy Workshop, by Ms. Iman Aziz - Beirut, Lebanon – Sept. 2021**

ADDITIONAL INFORMATION

Tutoring: English, Math, and French for middle school students and Financial Accounting for university students.

Languages: Fluent in English and Arabic, intermediate in French (DEL F B2 level), beginner in Russian, beginner in German (A1 Level).

Interests: Running, Baking Pastry and Chocolate, Acting, and Playing the Cajon.

Soft Skills: Leadership, Communication, Analysis, Teambuilding, Critical Thinking, Organizing, Planning, Scheduling, Psychology, Economics, Political Science.

Communication Skills: Public Speaking, Persuasion.

Technical Skills: MS Teams, Word, Excel, PowerPoint, Zoom, Adobe, Internet use.