

# Sandrine Saliba

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## Experience:

### **Holy Spirit University of Kaslik**

#### **Student Life Supervisor – Student Affairs Office**

April 2023 – Present

- Overseeing incoming inquiries, petitions, and student concerns as well as handling complaints.
- Acting as a point of contact in the absence of the director.
- Managing special projects as assigned by the director and/or Deputy President Office.
- Leading and following-up on student retention and success projects.
- Representing the SAO and Interacting regularly with Associate Deans, Head of departments and offices.
- Overseeing events' planning and organization as well as the student job process.
- Managing the University Residence.
- Assisting the Director with the strategic planning and implementation process, evaluating the performance of assigned staff and preparing reports.
- Developing and monitoring action plans to help impact the growth of the Office's goals.

#### **Student Support Coordinator – Student Affairs Office**

April 2021 – March 2023

- Administering incoming inquiries, petitions, and concerns under the director's direct supervision.
- Coordinating with the Office of Deputy President to review the petitions.
- Auditing students' cases with schools/faculties and administrative units.
- Supervising administrative staff, dorms' reservations, student job processes and events planning.
- Assisting the director with annual reports.

#### **Student Support Officer – Student Affairs Office**

June 2015 – March 2021

- Initiating workflows to administrative and/or academic units.
- Coordinating between students and staff and/or Associate Deans/Head of Departments.
- Coordinating tasks among the team members.
- Managing email accounts, calendars, correspondence, reports, research and ordering office supplies.

#### **Administrative Assistant – Career Services & Student Affairs Offices**

December 2013 – May 2015

- Arranging and coordinating meetings with companies' HR directors.
- Assisting students with their queries and problems (Petitions, dorms, student job, and events).
- Handled Office correspondence and research as well as organizing office filing system.

### **Lebanese Canadian University – Antoura**

#### **Accounting Department**

May 2011 – November 2013

- Managing new accounting program and filing financial status reports.
- Oversee students' accounts and providing support and training to Cashiers.

### **Moves Dance Studio- Byblos**

March 2010 – April 2011

#### **Administrative Assistant**

- Performing general office duties and administrative tasks including managing daily accounting tasks and preparing monthly payroll functions.

### **CYR Holding (Nabil Mekhael) - Byblos**

July 2008 – February 2010

Data Entry in an Auditing firm.

## Education:

### **Master's in business administration - Marketing**

September 2019 – Present

Holy Spirit University of Kaslik – USEK

### **Bachelor's in business administration – Audit**

September 2004 – June 2008

Holy Spirit University of Kaslik – USEK

### **Lebanese Baccalaureate in Sociology & Economics**

June 2004

Collège des Sœurs des Saints Cœurs – Byblos

## Extracurricular Activities and Certifications

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<b>Mobility Staff Training</b> – University of Palermo - Italy	2022
<b>Sitting ducks Negotiation program Certificate</b> - Wydner Coaches	2022
<b>Stress Management Certificate</b> – Waznat	2021
<b>German Language course</b> - Lebanese German Cultural Center – Jounieh	2017-2019
<b>Time and Priority Management Certificate</b> – Formatech	2019
<b>General Organizational Skills Certificate</b> - Tamayyaz	2014

## Others

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**Language Skills:** Fluent in English, French, Arabic (Native) and basic knowledge in German

**Technical Skills:** Microsoft Office (Outlook, Word, Excel, PowerPoint, Teams), Zoom, internet applications.