

78-965-642  
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Beirut, Lebanon

## ABOUT ME

*An enthusiastic, hardworking MBA graduate with proven organizational and administrative skills seeking a career that allows me to apply my abilities to their fullest*

## SKILLS

### Technical Skills

Microsoft Word, Excel, PowerPoint

### Organization

### Communication

### Punctuality

## EDUCATION

### Master of Business Administration

Lebanese American University, Beirut  
2019 - 2022

### Bachelor's Degree in Business Management

Lebanese American University, Beirut  
2013 - 2018

### Highschool Diploma

Jubail International School, Saudi Arabia  
2012

## EXPERIENCE

### Graduate Assistant

09/2019-01/2022, Lebanese American University, Beirut

- Assist professors and faculty with various administration tasks
- Supervise laboratories, and course activities
- Clarify course material, work, and content to students
- Evaluate student examinations and work

### Hands-on Trainee

02/2017-04/2017, Bank of Beirut, Beirut

- Develop an understanding of all bank operations
- Establish innovative strategies on how to enhance bank products and services
- Learn how to enhance high-quality client relationships
- Become actively engaged by job shadowing bank employees

### Internship (as part of LAU's Civic Engagement course)

01/2017-04/2017, G NGO, Beirut

- Aid in requested research data
- Help in organizing events
- Attend meetings as appropriate
- Provide administrative support to staff as needed