

HIBA MATAR

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EDUCATION

American University of Beirut – USAID Student

January 2020 – December 2023

- Bachelor's in Business Administration – Finance Concentration
- Listed on Dean's Honor List for Spring 21-22 and Summer 21-22
- **Core Courses:** Investment Management, Risk Management, Business Ethics, Venture Capital, Financial and Managerial Accounting, Computing for Business, Business Finance, Operations Management, Foundations of Information Systems, Business Data Analysis, Principles of Marketing, Fundamentals of Management and Organizations Behavior, Business Law

EXPERIENCE

USAID – AUB

September 2022 – August 2023

Community Service Project

- Undergoing a community-based project on sexual harassment against women in Lebanon
- Working as a communication leader for a team of 4 members
- Performing research, field observations, identifying the problematic, and interviewing relevant stakeholders
- Working on developing a comprehensive proposal to seek approval for implementation under CCECS supervision
 - The project is still ongoing with potential collaboration with Equity/Title IX Office | Non-Discrimination and Anti-Discriminatory Harassment Initiatives at AUB

EXTRA-CURRICULAR ACTIVITIES

Lebanese Scouts

December 2022 – Present

- Member of the Lebanese scouts – Pioneer/Cabinet trainee
- Management control, event planning, and weekly meetings.

Volunteering Activities

September 2020 – Present

- Performing data entry activities with "Arts and Crafts NGO"
- Raising awareness on mental health to vulnerable and underprivileged families after the August 4 blast with "Cenacle de la Lumiere NGO"
- Removing debris from destroyed houses, filling assessment forms, and assisting in cooking hot meals and distributing them to people in Geitawe area after the August 4 blast with "Nation Station NGO"
- Assisting with rehabilitation houses in Mar Mkhayel with "Al Maymouna NGO"

Interact Club (Rotary)

September 2019 – December 2019

- Member of the Professional Development Committee
- Performing a weekly presentation on a specific theme (i.e: psychology, astrology...etc) and educating members daily with new information to enrich their general knowledge

SKILLS

Computer Skills: Microsoft – Very good in PowerPoint, Excel, Word

Languages: Fluent in English and Arabic

Communication and Teamwork: Acquired from experience, extracurricular and volunteering activities

REFERENCES

Available upon request