

# Lynn Daou

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## EDUCATION

### American University of Beirut (AUB)

*BBA in Business Administration*

- **Cumulative GPA: 3.8/4.0**
- Double Concentration in Finance and Business Information & Decision System
- Placed on the Dean's Honor List every semester since enrollment except for Fall 2022

**Beirut, Lebanon**

*Sep 2020 – expected June 2023*

### Lebanese American University (LAU)

*Freshman Science*

- Completed Spring 2020 with High Distinction

**Beirut, Lebanon**

*Sep 2019 – May 2020*

### International School of Choueifat (SABIS)

*High School Diploma*

- **GPA: 90/100**

**Muscat, Oman**

*Sep 2006 – June 2019*

## PROFESSIONAL EXPERIENCE

### Shades Production

*Operations Manager Assistant Intern*

- Conducted research with a team of 2 photographers and a manager, to determine the best course of action for the market expansion of shades production while considering their budgetary constraints and mission, expecting a return on investment of 12% from initial year.
- Managed customer relationships in coordination with the operations manager through daily tasks such as scheduling, handling customer relations, and generating weekly reports to track client requirements and preferences.
- Compiled a report by conducting research with a team of 4 photographers on a CRM system that improved shades production's daily operations and boosted productivity by 13%.

**Muscat, Oman**

*July 2022 – Aug 2022*

### Lebanese American University

*Resident Monitor*

- Scheduled efficiently the head resident's daily appointments on a 5-day week basis
- Organized an event with a life coach to help 113 residents cope with stress

**Lebanon, Beirut**

*Sep 2019 – May 2020*

## EXTRACURRICULAR EXPERIENCE

### WOMAN AT WORK CLUB

*Treasurer*

- Organized a webinar with three club members featuring Ms. Rola Dagher, the Chief Global Channel Officer of Dell Technologies. The talk focused on her experience as a woman in the industry and gained exposure to 48 participants.
- Completed financial counting on charitable volleyball tournament event held to raise 500\$ for the NGO Jayetna with the mission to end period poverty in Lebanon.
- Planned events on weekly basis through forming contacts with different important figures across the gulf gaining exposure to more than 80 students across Lebanon

**Lebanon, Beirut**

*March 2022 – Present*

### Case Competition

*Trainee*

- Collaborated with four diverse students to analyze and solve complex business cases in the Chocolate, Electric Vehicle, Honey, and Retail industries
- Created visually appealing PowerPoint presentations that effectively communicated results to a group of five student judges, receiving positive comments on slides presentation
- Brainstormed ideas with the team while promoting an innovative idea that was well-praised by the judges

**Lebanon, Beirut**

*Oct 2022 – July 2022*

### SABIS Student Life Organization

*Outreach department*

- Organized Senior Trips and Activities for 68 students
- Helped in organizing the 11th SABIS Regional Tournament 30+ schools
- Arranged with a team of 8 senior students the SABIS Muscat Fundraiser, raising \$16,000, for an Oman-based NGO, Al Noor Association for the Blind
- Tutored 10+ students of the 9th and 10th grades in Algebra and Chemistry, which resulted in them passing their retakes.

**Muscat, Oman**

*Sep 2013 – May 2019*

### Aschwieke Hall School UK

*Educational Summer Camp*

- Networked with 200+ students across from different SABIS schools that have an active presence in 30 countries
- Participated in activities that strengthened my communication skills and introduced me to different cultures

**United Kingdom, Bath**

*July 2018 – Aug 2018*

## SKILLS & PERSONAL

**Languages:** English (fluent) and Arabic (fluent).

**IT:** Office Package (Word, Excel, PowerPoint), SAP Lumira and SPSS Statistics.

**Interests:** Tutoring, Fitness, Traveling, Psychology, and Planning.