

# Pamela ZIADE

Geitawi, Beyrouth, Liban

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D.O.B: 28/09/2001

## About me

Ambitious person, hardworking, always listening. Accept criticism and work to improve, learn and grow.

Person organized in his work environment, attentive to details and patient.

## Skills


Problems solving 

Attention to detail 

Analyze 

Teamwork 

Sense of hearing 

Programs  
(Excel, Power point, Word) 

## Languages

- French (*fluent*)
- English (*fluent*)
- Arabic (*mother language*)

## Experience

### Administrative Intern

#### *Asher Center for Innovation & Entrepreneurship - ACIE*

(09/2202 – 12/2022)

- Work and develop a Handbook for the ACIE
- Work in collaboration with different departments on flowcharts and KPIs
- Manage Inventory

### Data Entry Clerk

#### *We sell pro*

(08/2202 – 11/2022)

- Maintains database by entering new and updated product
- Worked on WordPress for entering product on website

### Assistant Campus director

#### *Hult Prize, Lebanon*

(08/21 – 3/05)

- Assist the campus director
- Negotiate the general plan and brainstorm
- Represent the Campus Director and attend important meetings.

## Education

### ❖ MBA

#### *Holy Spirit University - Kaslik*

(9/2022 - 6/2024)

### ❖ Bachelor in Life Sciences - Biochemistry

#### *Saint-Joseph University, Beirut*

(9/2019 - 6/2022)

### ❖ French baccalaureate in economics and sociology with a specialization in mathematics

#### *SSCC Sioufi*

(2019)