

# Zeinab Khadra

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## EDUCATION

<b>Lebanese American University (LAU), Beirut, Lebanon</b>	Sept 2020 – Expected June 2023
Bachelor of Science in Business Studies	<b>CGPA:</b> 3.57/4
<b>Information Technology Management (ITM)</b>	<b>MGPA:</b> 3.68/4
<b>Full USAID Scholarship</b>	

**Related Courses:** Introduction to Business Data Analyst, Methodologies and Model Building in Data Analytics, Data and Information Management, System Analysis and Design, Enterprise Resource Planning (ERP).

## EXPERIENCE

<b>Officer at Large for Chain of Education Platform</b>	Oct 2022 – April 2023
<ul style="list-style-type: none"><li>Developing strong management and embracing leadership skills.</li></ul>	
<b>Social Media Coordinator for Chain of Education Platform</b>	Sept 2021 – Oct 2022
<ul style="list-style-type: none"><li>Designing professional social media posts and presentations uploaded on COE website to provide free learning and mentoring services.</li></ul>	
<b>Project Management and PMO Intern at Azre Consulting</b>	June – Aug 2022
<ul style="list-style-type: none"><li>Gained an overview of the Project management field.</li></ul>	

## CERTIFICATIONS/WORKSHOPS

<b>Workshops by the Outreach and Civic Engagement Department at LAU</b>	Sept 2020 – May 2023
Income Savings and Assets - Time Management & Study Skills - Team Building & Conflict Resolution - Anger and Stress Management - Power of Charisma - Communication & Negotiation Skills - Mind Mapping & Mental Health - Public Speaking: Body Languages - Basic Studio Skills - Developing Critical & Analytical Thinking - Basic Professionalism & Business Etiquette - Computer Skills	
<b>3<sup>rd</sup> place winner in the Data Visualization Competition</b>	Dec 3, 2022
Offered by the Information Technology and Operations Management in collaboration with the Academy of Continuing Education at LAU. As data analyst, we designed and presented a dashboard using a given data set from the jury members of multinational companies.	
<ul style="list-style-type: none"><li>Led and planned a community service project about women empowerment under the guidance of OCE department and the USAID scholarship.</li><li>Certificate of participation in School net contest for developing a website for the school.</li></ul>	

## EXTRACURRICULAR ACTIVITIES

<b>Active member in LAU Clubs</b>	Sept 2020 – May 2023
Social Work Club, Discover Lebanon Club (Secretary position), Intersectional Feminist Club, Event Organization Club.	
<b>Completed 150+ hours of community service with different NGOs</b>	
Outreach and Civic Engagement (OCE) – Mentor for a group of ITM Students for Spring 2023	Jan-May 2023
MMKN – Coordinating volunteer tutors and students	Oct – Dec 2022
Dose of Light (DOL) – Designing Instagram posts	May 2021 – Oct 2022
LAU open doors – Usher/Guidance Volunteer	June - Oct 2022
Leadership Empowerment Education (LEE) – Designing Instagram posts	Mar 2021 – Apr 2022
Ketob B Ketob - Social Media Assistant	Sept 2020 – Apr 2021
Outreach and Civic Engagement (OCE) – designing posters for Covid-19 awareness	Jan – Feb 2021
UN days – designing posters	Nov 2020 – June 2021
Beit I Baraka – Cleaning Streets	Nov 2021
Marathon Beirut – distributing refreshers for participants	Sept 2020

## KEY SKILLS

- Languages: English and Arabic (fluent)
- Technical Skills: Microsoft Office (Word, Excel, Access, Power Point & Outlook), SQL server, IBM SPSS, Tableau, Canva, Cap Cut.
- Programming languages: Python, HTML, CSS.