

Lea Bou Salman

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Education

AMERICAN UNIVERSITY OF BEIRUT

BE, Industrial Engineering. GPA 3.38.

Awards: AUB's Advanced Placement Scholarship, Dean's Honor List Placement in Fall 2021-2022
Final Year Project: Optimizing the Overall Equipment Effectiveness of Masterpak's Printing Section

STUDY ABROAD

Corpus Christi College, Scholarship-funded Oxford Summer Seminar

HOUSSAM EDDINE HARRIRI HIGH SCHOOL

Lebanese Baccalaureate II, General Sciences Track, Fifth Highest Brevet Score in Lebanon 2015,
GPA 95+, 1st rank

Beirut, Lebanon
September 2018 – July 2022

Oxford, UK
Summer 2017

Saida, Lebanon
September 2003 – June 2018

Experience

We Grow Minds

Program Coordinator

- Performed logistical and administrative tasks, including coordination of training, event planning, and consultancy services offered by the company
- Underwent 35-hour CAPM training certified by PMI

Beirut, Lebanon
March 2023 – April 2023

INFOPRO

Enumerator

- Collected baseline data for a USAID-funded study by visiting schools, performed a variety of reading, comprehension, and mathematical assessments, and leveraged statistical techniques to analyze and visualize the data

Beirut, Lebanon
March 2022 – April 2022

VANGUARDS

Business Analyst Internship

- Prepared training material for company workshops on balanced scorecards and performed extensive market research to analyze industry-specifics and their corresponding performance measures

Remote
December 2021 – January 2022

GLOBAL ASSEMBLY

Notetaker and Tech Support

- Monitored videoconferencing and facilitated technical issues during Zoom sessions
- Performed data analysis and derived valuable insight from participants' deliberations consolidated in a resolution presented at the UN's COP26

Remote
September 2021 – December 2021

BEETHERE

Order Operator and Customer Service Representative

- Allocated orders on the application management system and communicated with drivers for dispute-resolution focusing on customer experience optimization

Beirut, Lebanon
June 2021 – August 2021

AMERICAN UNIVERSITY OF BEIRUT

Research Assistant and IT Support

- Resolved technical student and faculty issues and performed quality checks and asset validation on extensive Excel spreadsheets detailing the physical assets located on campus
- Produced current and prospective donor profiles based on trusted sources

Beirut, Lebanon
February 2019 – June 2020

Leadership & Activities

Lebanon

MODEL UNITED NATIONS

Delegate, Head of Training, President of Committee

- Developed a comprehensive understanding of complex political, economic, and social challenges
- Prepared training material for local conferences hosted in Saida for students and trainers

Skills

Technical: Python, MS Office, AutoCAD, SQL, Access, Minitab, SPSS, MATLAB, Arena

Language: Arabic (Native), English (Fluent), French (Beginner)