

# Luna Siblini

Beirut, Lebanon  
lunasiblini1@gmail.com  
+961-71-219-901

## OBJECTIVE

To gain the necessary experience to launch a career in project management.

## EDUCATION

### LEBANESE AMERICAN UNIVERSITY (LAU)

Beirut, Lebanon  
Sept. 2022 - Exp. June 2025

GPA 2.35

## WORK EXPERIENCE

### EXCHANGE PROGRAM MANAGER

#### AIESEC

Beirut, Lebanon  
Jan. 2023 - Currently

- Managed 20+ exchange program students and supported them in securing suitable career opportunities abroad
- Organized several events including setting the marketing plan, managing the logistics, and securing sponsors for each
- Won best event idea among all AIESEC university teams and selected to organize it for all students across the country

### TEACHING ASSISTANT

#### Beirut Baptist School

Beirut, Lebanon  
Sept. 2019 - Jul 2020

- Prepared class interactive activities with the teacher to help the students better understand lessons
- Guided the studying process for 7 students with special needs
- Supported the teacher in all administrative work related to the class, including correcting homework

### MANAGER ASSISTANT

#### Ghadi Center

Beirut, Lebanon  
Jan. 2018 - Currently

- Set up the curriculum and activities for over 6 camps, each including over 30 children
- Led and taught over 8 classes, including religion, creative thinking, and many more
- In charge of parents' communication and digitizing all student data into the center's system

### PROJECT MANAGER

#### Kids Korner

Beirut, Lebanon  
July 2015 - Sept. 2016

- Led a team of 4 to prepare snacks and treats to be sold in the neighborhood
- Managed the cash registry and set the strategy for the shop to collect profits in less than a year
- Guided the shop to gain enough profits to buy two wheelchair for charity

## SKILLS

### SOFT SKILLS

Leadership skills, creative, team player

### TECHNICAL SKILLS

Microsoft (Word, PowerPoint, Excel), Canva