

# Raneem El Salem

Koraytem, Beirut, Lebanon

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## EDUCATION

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### Lebanese American University (LAU), Beirut, Lebanon

Sept 2022 - Expected May 2025

- Bachelor of Science in Economics, Minor in Data Analytics
- MGPA: 3.93/4.0- High Distinction List- University Honors Program
- Full Merit Higher Education Scholarship (HES) funded by USAID.

### Houssam Eddine Hariri High School

- Lebanese Baccalaureate, Life Science- High Distinction

Sept 2007-May 2022

## PROFESSIONAL EXPERIENCE

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### LAU Model Arab League

#### Assistant-Under-Secretary- General for Training and Educational Development

Aug 2023- Jan 2024

- Directed the running of a Simulation Model Program related to the Arab League for over 600 high and middle school students.
- Assisted in leading a team of 26 trainers for training sessions and oversaw the work of dais members for the final conference of 20 Arab League Committees.
- Created content, facilitator notes, in-session activities, social media content, and a theme related to the ArabLeague, more specifically, to peacemaking and sustainability in the Arab region.
- Edited and proofread research guides on political, social, economic, historical, and developmental topics in the Arab region.

#### Trainer in Training and Educational Development Team

Oct 2022-Feb 2023

- Trained middle and high school students for Arab League and UN simulations regarding topics related to the Arab world. Provided general background information for political, economic, and disaster management issues in the Arab world.
- Taught research methods, diplomacy, conflict resolution, public speaking, and negotiation strategies.
- Chaired final conferences simulating Economic committees and Social Committees.
- Wrote research guides regarding establishing a Trade Zone in the Arab World, Currency Pegs and Arab Economic Stability., and the European Energy Crisis.

#### Issam Fares Institute for Public Policy, Intern at the Finance and Budget Unit

Jan 2024

- Assisted in data entry, grants reporting, Oracle usage, and gained insights on financing and budgeting.

#### Ahlouna Association, part-time intern/ trainee

Sept 2022-Aug 2023

- Assisted at the accounting unit, and helped in data entry, customer service, and filing.

## EXTRACURRICULAR EXPERIENCE

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### Member, Enta Karim NGO, Sidon

July 2019-present

- Part of the data, finance, and project management teams where I contribute to communicating with different people/ beneficiaries and assist in data entry and project management.
- Contributed to the organization of a mental health campaign that included various on-campus activities and a workshop delivered to high school students in Saida.
- Participated in volunteering activities, specifically donations and food distributions in collaboration with Live Love Beirut.
- Attended the Bee Net Work Consultancy regarding NGO structures, leadership, and project management.
- Volunteered at the Beirut Marathon Association to represent and introduce the NGO and spread mental health awareness.

### Trainer, Dialogue Program, LAU

Jan 2024 - Present

- Trained high school students on essential research, public speaking, social skills related to inclusiveness and societal topics, and formal rules of procedure for debates.
- Facilitated and moderated formal debates among Lebanese and American students on different social topics.

### Participant, LAU Case Competition

Feb 2024 - Present

- Attended the LAUCC Academy which includes three workshops on case solving, financial analysis, and data visualization and communication tools.
- Solved, analyzed, and pitched real-life scenarios and cases for different firms.

## SKILLS

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- **Soft Skills:** Leadership, Communication, Teamwork, Time Management, and Problem-solving.
  - **Computer Skills:** MS Office (Word, Excel, PowerPoint), Oracle, SPSS, and STATA.
  - **Languages:** Arabic (Native), English (Fluent)