

Reem Mouallem

reem.mouallem@lau.edu | +961 3 918169 | Beirut, Lebanon

OBJECTIVE

Seeking an entry-level auditor with strong multitasking and analytical ability to handle the auditing responsibilities assigned.

EDUCATION

Lebanese American University | Beirut, Lebanon Sept. 2021 - June 2023
Master's in Business Administration (MBA) Major GPA 3.80/4

RELATED COURSES: Financial Accounting, Financial Management

Beirut Arab University | Beirut, Lebanon Sept. 2017 - June 2020
Bachelors in Business Administration - Accounting Emphasis Major GPA 3.59/4

RELATED COURSES: Principles of Accounting I & II, Taxation System, Managerial Accounting, and Financial Management

WORK EXPERIENCE

Student Employment | Lebanese American University Aug. 2022 - Present
Position: Development Office Assistant - Development Office

- Provide administrative support by handling donor inquiries, processing and filing Thank You letters.
- Work closely with the Principle Executive Assistant to ensure tasks are completed, and deadlines are met.
- Collaborate with other departments to compile, audit, and record monthly reports on Raiser's Edge.
- Create a consolidated list of donor beneficiaries for fundraisers per semester for audit purposes.
- Handling multiple on-spot projects requested by the Development and Advancement Offices.
- Supervising the Phonathon to make sure goals and objectives are met by the students.
- Assisted in following up and auditing donor lists and payments towards the LAU Solidarity Evening event 2023 and prepared personalized thank you letters sent by postal and email addresses.

Graduate Assistant | Lebanese American University Sept. 2022 - May 2023
Position: Research and Academic Assistant - Finance and Accounting Department

- Conducted literature reviews, assisted in research, drafted reports, and office data management.
- Collected issued financial data for research purposes and publications. (Refinitiv Eikon - Microsoft Office)

Graduate Assistant | Lebanese American University Sept. 2021 - Aug. 2022
Position: Research and Teaching Assistant - ITOM Department

- Acquired digital programming skills to instruct, guide, and grade the students. (SPSS, SAP, Microsoft Access)
- Performed literature reviews for research and special projects.

Private Tutor July 2020 - Sept. 2021
Undergraduate Courses: Business Law, Marketing, and Management Information System

- Guided students with their assignments, projects, test preparation, research papers, and other academic tasks.

Internship | Solidere s.a.l., Beirut Central District July 2019 - Aug. 2019
Position: Accounting Intern

- Responsible for data entry, collected transactions, tracked debits, and monitored financial records.
- Helped ensure the department's financial tasks were completed accurately, efficiently, and transparently.
- Reported invoices, processed payroll in a timely manner, and filed the reports.
- Developed strong communication skills to work effectively with the team and influence the pace of work.

CERTIFICATIONS & SKILLS

CERTIFICATIONS:

- CITI RCR Certificate - LAU, Lebanon April 2023
- IC3 Digital Literacy Certification - BAU, Lebanon Oct. 2019
- IGCSE, Cambridge AS & A Levels Certifications - ANPS, United Arab Emirates AY 2015-17

SOFT SKILLS: Attention to detail, Adaptability and flexibility, Critical thinking, Time management, and Communication.

COMPUTER SKILLS: Microsoft Office (Word, Excel, PPT, Access), SPSS, SAP, Visual Dolphin Software, Refinitiv Eikon, & Raiser's Edge.

LANGUAGES: Arabic and English

VOLUNTEER & EXTRA-CURRICULAR ACTIVITIES

Leader Assistant - Scouts Club | BAU - Beirut, Lebanon

Jan. 2018 - May 2018

Organized scout activities and instructed members through the Scout program.

Team Builder - Basketball Team | ANPS - Abu Dhabi, United Arab Emirates

AY 2014-17

Assigned positions of the players and arranged matches with other academies.

Pakistan Country Delegate - ADMUN | ANPS - Abu Dhabi, United Arab Emirates

Feb. 2017