

# Jason Soufan

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961-3 999 067

## Summary

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I am enthusiastic, self-motivated, reliable, and hard working. Through my work in volunteering and basketball, I have developed the ability to adapt to challenging situations as they happen. I am looking forward to transitioning from using my acquired skills in the classroom to the world of business management. The work ethic I have developed as a student-athlete gives me the confidence to seize any opportunity or challenge head-on.

## Education

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<b>American University of Beirut, Lebanon</b> Bachelor's in Business Administration - Emphasis in HR Management GPA: 3.4/4 Dean's Honor List (Spring 2019 – Spring 2021)	<b>2018 – 2022</b>
<b>Brummana High School, Lebanon</b> Lebanese Baccalaureate in Life Science	<b>2015 – 2018</b>

## Experience

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<b>Executive Planner</b> <b>Omnicom Media Group, Lebanon</b> <ul style="list-style-type: none"><li>Handle Monthly Tv Plans for brands under Unilever account.</li><li>Conduct Weekly report Analysis at the end of each week.</li><li>Prepare quarterly digital plans for brands under Unilever Account.</li><li>Conduct Competitive reports in terms of Ads and commercials.</li><li>Overshadowed the PCA process and had the opportunity to conduct a few.</li></ul>	<b>October 2022 – April 2023</b>
<b>Recruitment Intern</b> <b>HOLDAL Group, Lebanon</b> <ul style="list-style-type: none"><li>Handle screening and filtering of CVs for entry and mid-level roles as well as subsequent interview scheduling by liaising with the relevant managers on timing and feasibility.</li><li>Overshadow different competency-based and technical interviews, both live and online, in order to select top talent.</li><li>Conduct reference checks and /or send regret letters to candidates to close the recruitment cycle.</li><li>Prepare and collect new hires' employee files in order to make sure that complete files are forwarded to the Compensation and Benefits Unit.</li><li>Conduct phone interviews and the scheduling of interviews for shortlisted candidates by liaising with the relevant managers.</li></ul>	<b>June 2022 – August 2022</b>
<b>Sales and HR Intern</b> <b>SMLC Pepsi Cola, Lebanon</b> <ul style="list-style-type: none"><li>A 360-degree training in all the departments of the company.</li></ul>	<b>March 2022 – April 2022</b>

- Enhanced my soft skills, communication, and negotiation approaches while working with the sales team.
- Gained knowledge of the beverage market, and the strategies utilized to gain a competitive advantage.
- Enhanced my Microsoft excel skills when working with the accounting/finance department.

#### **General Intern**

**June 2021 – July 2021**

**Banque Bemo, Lebanon**

- Learned the unique processes Banque Bemo utilized in terms of managing during the crisis
- Participated in Banque Bemo seminars to broaden my knowledge of the industry
- Developed a holistic view of the finance/banking industry

#### **Professional Athlete**

**2016 – Present**

**Hoops Club, Lebanon**

- Achieved multiple accolades coming up through the Hoops academy system into the 2<sup>nd</sup> Division team
- Played an integral part in the club promotion from the 2<sup>nd</sup> division to the 1<sup>st</sup> division
- Youngest player to debut for Hoops club in the 1<sup>st</sup> division at 17 years old
- **Under 18 Lebanese National Team, Lebanon**
- Travelled to Iran and Jordan to participate in the West Asia Qualifiers for the Asian Cup
- Finished in 2nd place and qualified for the Asian cup
- Achieved top scorer in the 2nd round of the West Asia Qualifiers

## **Languages and Computer Literacy**

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- Arabic (Native), English (Fluent), and French (Intermediate).
- Microsoft Office and G Suite.

## **Personal Achievements**

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- Recipient of the prestigious AUB Athletics/Academic Scholarship Award.
- Captain of the AUB Varsity team (2018 – 2022).
- Represented Lebanon in the West Asian Cup (Under 18 National Team).

## **Hobbies and Interests**

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Basketball, hiking, volunteering, and travel.