

MELISSA WAKIM

LAW GRADUATE | MBA

CONTACT

+961 3232080

melissa.wakim0@gmail.com

Amchit, Lebanon

SKILLS

Critical Thinking	Adaptability
Creativity	Emotional Intelligence
Communication	Microsoft Office
Problem Solving	Canva

EDUCATION

Masters in Business Administration

Holy Family University, USF
Double-Degree with Collège de Paris
International
2023 - 2025

LLB, Maters Private Law

Holy Spirit University of Kaslik, USEK
2018 - 2023

French Baccalaureate

Collège Maristes Notre Dame de Lourdes
2018

LANGUAGES

English : Fluent

French : Fluent

Arabic : Native

EXPERIENCE

Business Development Coordinator

Vocus Communications 6/2023 - 11/2023

- Conducting thorough analysis and efficient coordination for client accounts
- Assessing client profiles and interactions, optimizing outreach strategies, and ensuring a simplified approach to client engagement

Legal Researcher Intern

Justicia Foundation 7/2022 - 9/2022

- Conducting comprehensive research, analyzing relevant case law
- Researching applicable international laws for diverse cases

Administrative Assistant

Relax Sports Club 5/2021 - 7/2021

- Managing e-mails, calls, appointments
- Overseeing financial and administrative tasks to ensure day-to-day operations

Scout Leader and Member

Scout du Liban 9/2006 - 9/2021

- Guiding scouts on their journey to personal growth
- Planning activities, teaching essential life skills, promoting teamwork and leadership qualities, cultivating a positive environment that encouraged character building and community involvement

CERTIFICATES

Creative Problem Solving

University of Minnesota

The Fundamentals of Digital Marketing

Google Digital Garage

Digital Marketing Foundations

LinkedIn Learning

Commercial Law - Internship Experience UK

Bright Network

European Business Law: Understanding the Fundamentals

Lund University