

# Maria Chirvanian

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## EDUCATION

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### American University of Beirut (AUB)

*Bachelor of Arts, Economics, Minor in Business Administration* GPA: **3.75/4.0**

**Beirut, Lebanon**

Oct 2021 – Expected Jun 2025

- Awarded 30% merit-based scholarship
- Dean's Honor List of Spring 2021-2022, Dean's Honor List of Spring 2022-2023

### Universitat Pompeu Fabra (UPF)

*Exchange Program, Erasmus+ grant*

**Barcelona, Spain**

Sept 2023 – Dec 2023

- Relevant Coursework: International Economics, Financial Management, Social Entrepreneurship and Innovation

### L'Athénée de Beyrouth

*Lebanese Baccalaureate – General Science, 17.25/20*

**Bsalim, Lebanon**

Oct 2008 – Jun 2021

- Appointed as Prom Committee; elected as Class Representative

## EXPERIENCE

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### American University of Beirut - Yearbook

**Beirut, Lebanon**

- *Copywriter*  
Feb 2024 – Present
  - Managed Yearbook layout, copywriting, proofreading, and content collection, ensuring consistency and quality

### American University of Beirut – Outlook Newspaper

**Beirut, Lebanon**

- *Staff Writer*  
Dec 2023 – Present
  - Wrote 10 articles on various topics divided into 2 subsections: Activism and Gender, Sexuality & Relationships

### American University of Beirut - Office of International Programs (OIP)

**Beirut, Lebanon**

- *Head of Logistics & Outreach*  
Aug 2023 – Present
  - Oversaw 10+ plans for events & distributed tasks to each mentor to ensure a smooth & seamless execution
- *Mentor*  
Jan 2022 – Present
  - Mentored 20+ international students, offering support during their transition to Lebanon from 7+ countries
  - Organized 13+ cultural and social events, introducing 150+ international students to Lebanon's touristic sites

### American University of Beirut - Office of International Programs (OIP)

**Beirut, Lebanon**

- *Manager, Social Media Department*  
Jan 2023 – Aug 2023
  - Designed 10+ posters for OIP announcements, posted content on a biweekly basis, updated the database

### American University of Beirut – Civilization Studies Program

**Beirut, Lebanon**

- *Assistant Researcher, Civilization Studies Program Department*  
May 2022 – Aug 2023
  - Researched 1,000+ articles about Arts and Culture in past L'Orient Le Jour articles, reported key findings, and aided in the development of a non-fiction book based on this topic

### Arthaus Beirut – Arthaus Restaurant

**Beirut, Lebanon**

- *Hostess*  
Jan 2023 – Jul 2023
  - Orchestrated restaurant operations & seating for events, accomodating 80+ guests daily in 3 different areas
  - Took 100+ customer feedbacks and communicated them with the manager to take appropriate measures

## EXTRA CURRICULARS

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### AUB Book Club

**Beirut, Lebanon**

- *Treasurer*  
Oct 2022 – Present
  - Elaborated the club's financial strategy and managed the finances, budgets, and event costs
  - Arranged 10+ events for 150+ club members facilitating book drives, exchanges & donations, and game nights

### AIESEC – Youth Speak Forum (YSP)

**Beirut, Lebanon**

- *Participant*  
Mar 2024

### AUB Student Representative Committee (SRC)

**Beirut, Lebanon**

- *Elected Member in the Faculty of Arts and Sciences (FAS)*  
Oct 2021 – Oct 2022
  - Aided in drafting 4 proposals which were sent to the administration regarding financial aid for students
  - Participated in multiple talks with Dean of FAS candidates, discussing future plans and visions for the faculty

## ADDITIONAL INFORMATION

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- **Languages:** Arabic (Native), English & French (Full Proficiency), Armenian & Spanish (Elementary Proficiency)
- **Computer Proficiency:** Microsoft Office (Word, Excel, Powerpoint), VBA
- **Certificates:** Certificates of Appreciation (Spring 2021 – 2022, Fall 2022 – 2023, Spring 2022 – 2023)