Ahmad Hdeib

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EDUCATION

Lebanese American University (LAU) - Beirut, Lebanon   Sep 2022 – June 2025
B.S. in Business Studies - Information Technology Management Emphasis
Minor in Business Data Analytics   CGPA 3.55/4.0, Distinction List
Recipient of the USAID Higher education scholarship (HES) fully funded scholarship at LAU

EXPERIENCE

Internship | Middle East Airlines (MEA)-Beirut Rafic Hariri International Airport July- Sept2024
- Working in the Information Technology department to collect, clean, analyze data collected from customers and building useful insights using Power BI to create business strategies and decision making.
- Attending the Summer Internship program workshops to gain valuable skills.

Internship | Issam Fares Institute for Public Policy and International Affairs (IFI)-American University of Beirut (AUB)   May 2024-July2024
- Assisting in preparing Budgets for international grants: UNHCR, UNWOMEN, IDRC, ADYAN, CARNEGIE.
- Meeting with lead advisors to prepare a long-term financial strategy for grants.
- Prepare Financial reporting, salary allocation, contracts renewal, and recording expenses on the Oracle database, manage the communication inside and outside the Institute.

Research Assistant | Data Analyst – LAU School of Business   Jan 2023 -Present
- Analyzed collected data for publishable results using PLSmart for projects under the MEPI TOMMOROW'S LEADERS GRADUATE PROGRAM funded by the US. department of state and projects in collaboration with the school of education at Durham University in the United Kingdom (UK).
- Conducted face-to-face interviews and focus groups to collect and clean data and thematically analyzed the transcriptions.

Internship | Educational and Scholarship Programs – Amideast,Lebanon   Nov 2023 -Jan 2024
- Research and data analysis.
- Screening applications for a U.S. Department of State funded program (YES Program)
- Administrative tasks including data entry, filing, and organizing.
- Managed the authentication and accreditation process for students for the U.S. Embassy in Beirut for travel abroad

Internship | Data Analyst & Assistant Coordinator - Chain of Education   Aug2023- Nov 2023
- Analyzed educational data for insights, enhancing decision-making processes.
- Streamlined operations, coordinated programs, and facilitated efficient communication between stakeholders.
- Prepare long term strategy for the organization.

Engaged in EXTRA-CURRICULAR ACTIVITIES

Usher, USAID, LAU, Beirut, Lebanon   Aug 2023 – present
- Assisting HES scholars Day and welcoming them during Orientation days prior to starting their first semester at LAU.

Assistant Officer, Outreach & Civic Engagement Office, LAU, Beirut, Lebanon   Aug 2023 – present
- Managed day-to-day office operations, overseeing tasks such as document filing, logistics coordination, and administrative support for USAID advisors.

Tutor, USAID HES, LAU, Beirut, Lebanon   Feb 2023 – present
- Providing tutoring sessions in various Business courses for fellow USAID students, fostering a

collaborative learning environment in Management, Marketing , Accounting, Finance,Operation management, Managerial statistics courses.

Member, LAU ITM Club, Beirut, Lebanon	Jan 2022 – present
Member, LAU Data Analytics Club	Jan 2022 – present
Member, LAU AI Club	Jan 2022 – present
Volunteer, Life Sculpture	May 2023 – present
Volunteer, Operation Big Blue Organization	Sept 2022
Volunteer, Lebanese Vegan Social Hub	Nov 2022

COURSES

Google (online)
- Data Analytics August 2023
- Project Management July 2023
- Business Intelligence May 2023

The University of Michigan (online)
- Successful Negotiation: Essential Strategies and skills August 2023

Minnesota University (online)
- Human Resources Management August 2023

LEADERSHIP AND COMMUNITY ENGAGEMENT ACTIVITIES

Academic Mentor, USAID HES, LAU, Beirut, Lebanon   Sept 2023 - present
- Providing dedicated academic guidance and support to USAID students, fostering their academic growth and assisting in elevating their academic performance through targeted mentoring and guidance.
- Project Leader of a USAID-funded Community Service Project targeting disabled People in Lebanon and help them to integrate in society. Connecting with different team members and stakeholders, allocating the budget and managing different aspects of the project.

CERTIFICATIONS /AWARDS

- Recipient of the USAID scholarship program at the Lebanese American University (LAU), and at the American University of Beirut (AUB).
- Recipient of the AmidEast scholarship to study night different programs from google.

SKILLS

Programming Languages: Python, SQL, HTML, CSS, Visual Basic.
Skills: PLS Smart, Microsoft Excel, Illustrator, Photoshop, Tableau, Power BI, Oracle database, SAP S4Hana.
Languages: Arabic (Native), English (fluent)**,** and French (DELF B2 level).