

Sarah Jaffal

Address: Beirut, Lebanon - **E-mail:** jaffalsarah6@gmail.com - **Mobile:** +961-78843641 - **LinkedIn:** [sarah-jaffal](#)

EDUCATION

Lebanese American University (LAU), Beirut, Lebanon

Sept 2021 – Expected May 2024

Bachelor of Science in Business Studies

CGPA: 3.1/4

Emphasis in Information Technology Management (ITM)

Full USAID Scholarship

WORK EXPERIENCE

MMKN

Oct. 2022 – present

- Collaborating with Grade 9 students to complete their educational assignment in Math subject.
- Organizing weekly online tutoring session for 4 different sections of Grade 9 students

Leadership Empowerment Education (LEE) in LAU-Beirut, Lebanon

Sep. 2021 – June 2022

- Working in the social media team, posting the social media posts of program to attract the maximum number of followers to the LEE awareness company.

Access Micro-scholarship Program of Lebanese Public Schools

Jan.2019-2021

- Amideast, non-profit organization funded by US Embassy in Beirut.

Information System Manager Intern at Qanana Group LLC

June. 2023-Aug2023

Gained an overview of the System Management field.

Office Assistant Intern at Amideast Lebanon

Oct .2023-Dec 2023

EXTRA CIRRICULAR ACTIVITIES

- **Usher**, Helping HES scholarship in the orientation day of new students.
- Participated in 20+ workshops Outreach and civic engagement department, LAU (Time management & study skills workshop, Team Building & conflict resolution workshop Power of charisma workshop, Advocacy, and citizenship workshop, developing critical analytical thinking workshop, internship workshop. Life coaching/emotional intelligence workshop).
- Completed 200+ hours of community service with different NGOs Outreach and civic engagement department, LAU Tutoring (ITM courses), MMKN, SWIM, grassroot, Lebanese Vegan...
- LAU clubs Member Active member at AI club, Human Rights, discover Lebanon.

SKILLS

Computer: Microsoft Office (Word, Excel, PowerPoint, Access), SPSS, Canva, Lightroom and Capcut.

Computer Languages: Python, Visual Basic, SQL

Languages: Fluent in English and Arabic.

Soft skills: Problem Solving, Time management, Teamwork, and leadership.

INTERESTS

