

## Reem Nehme

Beirut, Lebanon | (961) 78813238 | [reem.nehme@lau.edu](mailto:reem.nehme@lau.edu)

LinkedIn: [www.linkedin.com/in/reem-n](https://www.linkedin.com/in/reem-n)

### EDUCATION

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- **September 2020 – May 2024: Lebanese American University**  
Bachelor of Science in Bioinformatics  
Cumulative GPA of 3.9/4.0 (High Distinction)  
MEPI TLS Scholar
- **2005 - 2020: Hariri High School 2**  
Lebanese Baccalaureate (Life Sciences)

### RESEARCH EXPERIENCE

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- **September 2023 – May 2024**  
Completed my research-based Capstone Project, part of the Honors Program, about the involvement and implications of Estrogen Receptors in Breast Cancer.
- **September 2022 – May 2023**  
Worked on two papers regarding gender issues in Lebanon under the MEPI-TLS Gender Program and submitted them for publication.

### WORK EXPERIENCE & EXTRACURRICULAR ACTIVITIES

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- **June 2022 – Present**  
Currently working as an Administrative Assistant at the Dean of School of Arts and Sciences (SoAS) Office at the Lebanese American University:  
Job Responsibilities:
  - Serving as the initial point of contact for phone calls, inquiries, and messages from students, visitors, and staff.
  - Organizing and maintaining schedules, appointments, and meetings for the staff and faculty in SoAS and assisting in some meetings upon request.
  - Entering accurate data in databases, spreadsheets, or others.
  - Managing and organizing files, documents, and records.
  - Handling sensitive information with discretion and maintaining confidentiality.
- **October 2023**  
Attended a third workshop named “Steer your career” given by Ms. Aya El Horr as part of the Honor’s program at the Lebanese American University:  
Workshop outcomes:
  - Equipped with methodologies of career development.
  - Provided with expert training with sessions covering concepts in professionalism and the workplace.
- **January 2023 – July 2023**  
Member of the marketing and management team of a Vertically Integrated Project (VIP+) titled “Towards the End of Period Poverty” that won first place out of 12 projects to represent the Lebanese American University in the VIP consortium.  
Video Link: <https://www.youtube.com/watch?v=H9sgGP38RTE>

- **August 2022**

Completed a Python Bootcamp under the Lebanese Cardiology Interest Group (LCIG):

Bootcamp outcomes:

- Extra proficiency in Python programming language by revisiting all the basics.
- Gained valuable skills in solving hands-on exercises related to cardiology.

- **January 2022 & September 2022**

Attended two workshops named “Ace your Interview” and “Comm-U-nicate” given by Mr. Nassif Kazan as part of the Honor’s Program at the Lebanese American University.

- **September 2020 – Present**

An active member of the Bioinformatics club at the Lebanese American University.

- **July 2019**

Participated in the Chemistry Summer Camp at the Lebanese American University

- **April 2019**

Participated in Chemistry general knowledge competition at the Lebanese American University 6<sup>th</sup> Arts and Science Fair.

- **June 2018 – August 2018**

Participated in the Cancer Biology & Biotechnology Module in Dreams: A Precollege Boot Camp at the American University of Beirut.

- **November 2015 – March 2016**

Participated in the 11<sup>th</sup> GC LAU MUN (Model United Nations at the Lebanese American University).

## COMMUNITY SERVICE

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- **February 2024 – May 2024**

Volunteered as a Chemistry tutor for middle school students through the “MMKN” NGO under the MMKN United Education Support Program (UESP).

- **2023**

Volunteered in “Ibad Al-Rahman” during the month of Ramadan.

- **2017 – 2020**

Member of “Volunteer – Make a Change” Community Service Club at Hariri High School 2:

- November 2018: Volunteered in the “Rally” of Independence Day held in Hariri High School 2 by the Future Lebanon Scout.
- Helped plant trees in Sad Al Qaraoun under the USAID program.
- September 2019: Helped clean and recycle the trash found on Ramlet el Bayda in collaboration with SEAD Beirut.

## SKILLS

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- Languages:

- Native speaker and writer in Arabic.
- Fluent and professional speaker and writer in English.

- Coding Skills:

- Proficient in Python.
- Proficient in Java.