

Mariam Fadel

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PROFILE

A dynamic double major student with an MBA in HR and a Master's in Law, seeking to leverage a unique blend of business acumen and legal expertise to kickstart a successful career. Equipped with strong analytical skills, a strategic mindset, and a commitment to professional growth, I am eager to contribute effectively in a challenging role.

EDUCATION

Lebanese International University MBA in Human Resources GPA 3.67/4	2022-2024
Lebanese University Master of Laws LL.M.	2021-2022
Lebanese University Bachelor of Laws LL.B.	2018-2021

EXPERIENCE

Notarial Assistant	Notary Public	2020-Present
<ul style="list-style-type: none">Assisted notaries public in preparing and executing legal documents, including deeds, contracts, and affidavits, ensuring accuracy and compliance with relevant laws and regulations.Conducted detailed client interviews to gather necessary information and verify identification, maintaining high standards of confidentiality and professionalism.Managed and organized records, including notarized documents and client files, utilizing effective filing systems to facilitate easy access and retrieval.Coordinated with legal professionals and clients to schedule appointments, facilitate document signing, and address any inquiries or issues.Provided administrative support, including drafting correspondence, maintaining office supplies, and handling correspondence related to notarial matters.		
Private Tutor	Freelancer	2018-2021
<ul style="list-style-type: none">Delivered personalized tutoring sessions to students of various ages and academic levels to improve understanding and academic performance.Designed customized lesson plans and learning materials to address individual student needs, learning styles, and educational goals.Assessed student progress through regular evaluations and feedback, adapting teaching methods and strategies to enhance learning outcomes.Fostered a supportive and engaging learning environment, building students' confidence and motivation to achieve their academic potential.Maintained open communication with parents and guardians, providing progress reports and recommendations for further improvement.		

Volunteering Experience

Social Support Volunteer	Feed the Need	2023-2024
<ul style="list-style-type: none">• Provided emotional and practical support to vulnerable populations, including low-income families and individuals facing social challenges.• Conducted home visits to assess needs and deliver essential supplies, such as food and hygiene kits.• Facilitated support groups and community meetings to foster a sense of belonging and mutual assistance.• Assisted in developing and distributing educational materials on health, nutrition, and social welfare		

Certifications

- Public Speaking and Presentation Skills | International Academy For Building Capacity IABC | 2024
- Inter-University Programme on International Criminal Law and Procedure | T.M.C Asser Institute | 2021
- Gender Inclusivity in Peacebuilding | United States Institute of Peace | 2021
- Introduction to Peacebuilding [Micro] | United States Institute of Peace | 2021
- Feminism and Social Justice | University of California, Santa Cruz Coursera | 2020
- Children's Human Rights - An Interdisciplinary Introduction | University of Geneva Coursera | 2020
- Empowerment Training for Success and Business Leadership | Udemy | 2020
- Community Organizing for Social Justice | University of Michigan Coursera | 2020

SKILLS AND INTERESTS

Languages: Arabic – Native
 English – Fluent

Skills: Microsoft Office Suite, Communication, Attention to Detail, Problem-Solving, Conflict Resolution, Confidentiality, Empathy, Critical Thinking, Adaptability, Collaboration, Ethical Awareness, Leadership, Research Skills, Negotiation Skills

- Interests:
- Legal Aid Volunteering: Support underserved communities with legal assistance.
 - HR and Legal Seminars: Attend industry seminars to stay updated on trends.
 - Mentoring: Guide peers with career advice and skill development.
 - Public Speaking: Engage in debate and public speaking to enhance communication skills.