

RAZAN SOUBRA

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Summary

- I am a dedicated senior business student with a strong ambition to excel in the business field. Currently pursuing a degree in Business Management with a minor in Hospitality and Tourism Management at LAU, I have developed a solid understanding of the values of hard work, commitment, and dedication. My passion for management, coupled with the skills acquired through my coursework, positions me well to launch a successful career in the business industry.

Experience

Lebanese American University

Beirut, Lebanon

Student Ambassador

06/2023 - Present

- Worked at LAU in the student recruitment office
- Responsibilities:**
- Assist with data entry and updating records.
- Create and maintain Excel spreadsheets for various data tracking purposes.
- Assist in analyzing data for recruitment strategies.
- Provide information to prospective students and parents over the phone.
- Schedule appointments and follow-ups with students and parents.
- Assist in the planning and organization of recruitment events and open days.

Dar Al- Handasah Shair and Partners

Beirut, Lebanon

Human Resources intern

06/2024 - 07/2024

- Responsibilities:**
- Assisted with Recruitment: Helped post job ads and schedule interviews
- Supported Onboarding: Aided in preparing orientation materials for new hires.
- Managed Records: Updated employee information and organized HR documents.
- Provided Administrative Support: Handled basic HR tasks such as preparing reports and managing correspondence.

Education

Lebanese American University

Beirut, Lebanon

Bachelors degree in Business Management

08/2021 - 12/2024

- Distinction List

Lebanese American University

Beirut, Lebanon

Minor in Hospitality and Tourism Management

01/2023 - 12/2024

- Distinction List

Harriri High School 2

Beirut, Lebanon

High school diploma

07/2021

- Distinction List

Languages

Arabic Native ●●●●●

English Proficient ●●●●●

Skills

Problem solving • Communication • Time Management • Team leadership