

Maroun Haykal

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Work Experience

American University of Beirut – Full Time Transportation Services Coordinator	Feb 2024 – Present
Lebanese Red Cross – Full Time First Aid Training Administrative Officer	Jun 2022 – Jun 2023
CDLL – Full Time Executive Assistant	Feb - May 2022
Mediterranean Shipping Company - Internship Intern	Oct 2021 - Jan 2022
Chemonics International, Inc. - Internship Intern	Jan - Jul 2021
Lebanese American University - Part Time Student Account Representative	Jul 2019 - Jun 2020

Education

Coursera Project Management	Oct 2023 – Mar 2024
Lebanese American University BS in Business Management	Aug 2016 - May 2019

Languages

Arabic (Native), English (Full Professional Proficiency), French (Professional Proficiency), Spanish (Beginner), Japanese (Beginner)

Skills

Microsoft Office Tools - Google Tools - Research - Problem solving - Attention to details - Oracle - First Aid - Ambulance driver - Peer Support - Maintenance - Chess - Organizational skills - Project Management - Rope Rescue – Effective Communication – Emotional Intelligence – Time Management

Leadership and Extracurricular Activities

- Recipient of the University Scholarship Program
- Previous Emergency Medical Technician at the Lebanese Red Cross – EMS Sector
- Previous Team Leader - Pioneer at the Maronite Scout Organization
- Previous member at the Marial Apostolic Movement
- Previous member at Philokalia Choir and Geitawi Choir