

Amena M. Halawi

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EDUCATION

- Sep. 2023 – Present **American University of Beirut (AUB) | Olayan School of Business (OSB) – Beirut, Lebanon**
- Bachelor of Business Administration in Finance
 - Dean's Honors List
 - Recipient of the Avicenna Scholarship, recognizing outstanding academic achievement
- Sep. 2009 – Jun. 2023 **Al Mahdi Shahed High School – Beirut, Lebanon**
- Ranked 15th nationally in the Lebanese Baccalaureate, Economics and Sociology track
 - Ranked among the Top 3 students each year

EXTRACURRICULAR ACTIVITIES

- Feb. 2021 – May. 2021 **Podcast Host – Beirut, Lebanon**
- Developed and hosted a podcast, releasing episodes on Google Podcasts and Spotify, showcasing strong skills in content creation and audio publishing.
- July. 2022 – Dec. 2022 **Instagram Marketing for Small Business – Beirut, Lebanon**
- Managed the Instagram account for a personal family business specializing in Persian bags and purses.
 - Created and scheduled posts, crafted marketing content, and engaged with followers to promote products and grow brand awareness.
- Sep. 2020 – Present **Bookstagram Content Creator – Beirut, Lebanon**
- Actively run a personal Instagram page dedicated to books, where I produce and edit reels, post book reviews, and engage with the online reading community to increase visibility and interaction.
- Nov. 2023 – Present **Freelance Academic tutor – Beirut, Lebanon**
- Planned and led customized tutoring lessons in financial accounting and mathematics courses, helping several students achieve academic success
 - Tutored students from both intermediate and highschool levels in Maths, Sciences, Arabic, and English
- Mar. 2024 **Strategy& Case Competition – Beirut, Lebanon**
- Participated in the Strategy& Case Competition X AUB Consulting Club, which addressed a case study concerning the potential acquisition of a food and beverage company by a large investment fund
 - Appraised and evaluated the potential acquisition, prepared an exit strategy for the investment fund, and presented the findings to a panel of consultants from Strategy&
- Jan. 2024 – Present **Writer at the Outlook Newspaper, AUB – Beirut, Lebanon**
- Authored articles focusing on Society and Economics that were published in the Outlook Newspaper's Arabic section at AUB
- April. 2024 – Present **Volunteer at AUB – Beirut, Lebanon**
- Volunteered at the Women in Data Science (WiDS) Event hosted by OSB, by photographing the event as well as spearheading the coverage on social media, including on Instagram and Twitter
 - Volunteered at the Annual Open House Event hosted by AUB, guiding over 70 students on exploring majors and career paths at AUB

SKILLS & INTERESTS

Languages: Fluent English and Arabic, Intermediate Persian

Soft Skills: Public Speaking, Creativity, Attention to Detail, Problem-solving, Collaboration, Time-management

Computer Skills: Highly skilled in Microsoft Office Excel, PowerPoint, and Word

Interests: Photography, Content creation, Reading, Writing, Horseback Riding, Translation (Won 2nd place for translating a poem from English to Arabic in the Annual Translation Competition hosted by Maaref University)