

## RAZAN SOUBRA

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### EDUCATION

**Lebanese American University (LAU)**, Beirut, Lebanon  
**Bachelor's Degree in Business Management**  
**CGPA:** 3.79 / 4 – Merit Scholarship recipient

September 2021 – December 2024

**Hariri High School 2**, Beirut, Lebanon  
**High School Diploma**  
Class Rank: 1<sup>st</sup> - 4<sup>th</sup> rank in the official exams.

September 2005 – July 2021

### EXPERIENCE

**Lebanese American University (LAU)**, Beirut, Lebanon.  
Student Ambassador

July 2023 – Dec 2024

- Analyzed recruitment data to enhance strategy effectiveness, optimizing outreach efforts.
- Designed and maintained comprehensive Excel spreadsheets to streamline data tracking and reporting.
- Provided detailed guidance to prospective students and parents, addressing inquiries and facilitating decision making.
- Managed scheduling and follow-up appointments, ensuring smooth communication and timely responses.
- Organized and executed recruitment events and open days, driving engagement and boosting enrollment.

**Dar Al Handasah Shair and Partners**, Beirut, Lebanon.  
Human Resources Intern

June 2024 – July 2024

- Coordinated job postings and efficiently managed the scheduling of interviews, streamlining the recruitment process.
- Supported onboarding by preparing comprehensive orientation materials, ensuring a smooth transition for new hires.
- Maintained and updated employee records, organizing HR documents to enhance accessibility and accuracy.
- Provided essential administrative support by preparing reports, managing correspondence, and handling day-to-day HR tasks.

### EXTRACURRICULAR ACTIVITIES

- **MEDLIFE Lebanon Volunteer** October 2024 – Present  
Delivered healthcare support and led community development projects to improve health and education for underserved communities.
- **Tableau Data Analysis Project** January 2024 – May 2024  
Conducted advanced data analysis and visualization, identifying key trends and patterns to drive strategic decision-making and optimize performance.
- **Nestlé & L'Oréal- NxL Workshop** October 2023 – November 2023  
Participated in a collaborative workshop on innovative business strategies, sustainability practices, and leadership development, enhancing skills in driving growth and fostering sustainable practices.
- **Girls Got IT Workshop** May 2022  
Engaged in hands-on tech workshops, developing STEM skills while advocating for gender diversity in the technology sector.

### SKILLS SUMMARY

**Languages:** Arabic (Native) English (Fluent), and French (Beginner).

**Computer Skills:** MS Word, Excel, and PowerPoint, Tableau.

**Soft Skills:** Problem solving, Communication, Time Management, Team leadership, Detail orientation.