

# MIRA SALEH

Mira.saleh@net.usj.edu.lb | +961 81078422 | Lebanon-Beirut

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## Summary

Recent Biochemistry graduate from USJ, currently pursuing a Master's in Biomarketing. Experienced in sales through assisting in managing a family retail gift shop specializing in home goods, with proven skills in customer relations, product management, and revenue growth. Strong background in inventory management and client engagement. As a private teacher, I have honed my communication, organizational, and problem-solving abilities. Passionate about combining scientific knowledge and business acumen to develop impactful strategies in the healthcare sector.

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## Skills

- Adaptability.
- Strong communication skills.
- Organization and Time Management.
- Interpersonal skills.
- Persuasion skills.
- Problem-Solving.
- Multitasking.
- Perseverance.
- Customer Service.
- Computer skills: basic knowledge in word, excel and powerpoint.

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## Experience

### **More than 5 years' work experience in a Retail Family Business as an Assistant Sales Manager.**

- Assisted in managing daily store operations, including sales, inventory, and customer service.
  - Engaged directly with customers, providing product recommendations and resolving inquiries to drive sales.
- Ensured the store was clean, well-organized, and met customer service standards.

### **Sales Associate and Cashier in a cell phone store**

- Conducted sales transactions efficiently and accurately, ensuring a smooth and positive customer experience.
- Handled cash and credit transactions accurately, operated the cash register, and balanced the cash drawer at the end of each shift.
- Developed strong customer service skills by assisting customers with their purchases and inquiries.

### **Private tutoring**

- Designing and delivering personalized lesson plans tailored to individual student needs, enhancing understanding and academic performance.
- Maintaining open communication with students and parents, providing updates on progress and addressing any concerns to ensure a collaborative learning environment.

## **Volunteer research assistant at AUB**

- Gained hands-on experience in bacterial identification using API systems, enhancing technical skills in microbiological analysis and interpretation of biochemical reactions.
- Contributed to research projects by preparing bacterial cultures, conducting experiments, and analyzing data to support the lab's ongoing studies in bacteriology.
- Ensured quality control in the lab by adhering to standardized protocols, maintaining accurate documentation, and verifying the reliability of experimental results.

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## **Education and Training**

University of Saint Joseph | Mansourieh

**Bachelor of Science:** Biochemistry-Life and Earth Sciences

### **PCR-Based DNA Analysis**

- Designed and executed PCR experiments to amplify and analyze DNA samples.
  - Conducted gel electrophoresis to validate and interpret results.
- Demonstrated proficiency in molecular biology techniques, including PCR, DNA analysis, and electrophoresis.

### **Microbial Growth and Antibiotic Resistance Study**

- Investigated bacterial growth patterns and antibiotic resistance by culturing strains and testing various antibiotic concentrations.
  - Measured microbial growth rates and analyzed data to interpret resistance mechanisms.
- Gained expertise in aseptic techniques, microbial culture, and antibiotic susceptibility testing, with a focus on data-driven problem-solving.

### **Laboratory Practical Work at USJ**

- Proficient in molecular biology techniques, analytical chemistry, cell culture, biochemical assays, and microscopy.
- Skilled in statistical analysis, bioinformatics, and creating data visualizations.
- Knowledgeable in laboratory safety protocols and regulatory compliance.
  - Adept at maintaining detailed lab records, writing scientific reports, and delivering presentations.
- Effective team player with strong interdisciplinary communication skills.
  - Efficient in managing multiple projects and prioritizing tasks.

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## **Languages**

- Arabic: Native, Fluent
- French: Fluent / Delf B2 certification
  - English: Fluent