

Jana Zaher

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EDUCATION

American University of Beirut (AUB), *August 2023 – Present*
Business Administration (Finance & Business Information and Decision Systems)

- **CGPA: 3.93/4.0**, [1st rank among OSB in spring 2023-2024, Dean Honors List for Fall 2023-2024 and Spring 2023-2024]

Dr. Hikmat Sabbagh High School, Lebanese baccalaureate (Life Sciences) *September 2017 – June 2023*

- Baccalaureate grade: 18.61/20, 1st rank among school

EXPERIENCE

Administrator, Sidon Public Library *June 2023 – August 2023*

- Administered, managed and monitored the library works.
- Recorded and entered data on new visitors and guided them.

Research team member, Life Sculptor *December 2022 – August 2024*

- Conducted research on various topics in sustainability and economics to be presented as PowerPoint virtually to students.

Private tutor, *January 2023 – April 2023*

- Tutored high school students chemistry and physics.

Class Coordinator, Simple-A *January 2025 – Present*

- Manage finances and activity of students enrolled.

VOLUNTEERING

Badiri NGO, volunteer *September 2024- October 2024*

- Participated and coordinated several events for displaced children and families in schools.

EXTRACURRICULARS

AUB Admissions office volunteer

OSB business communication skills workshop attendee

AUBMUN delegate

AUB Consulting Club, Investment Management Club member

SKILLS & PERSONAL

Languages: Arabic (native), English (fluent), German(intermediate)

IT: Office Package (Word, Excel, PowerPoint)

Interests: Reading (100+ books)