

Adoni Atwi

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EDUCATION

American University of Beirut **Beirut, Lebanon**
Bachelor of Finance and Accounting in Business Graduated December 2020

KEY COMPETANCIES

Commercial Awareness – Ethics – Problem Solving – Organization

WORK EXPERIENCE

Meva Solutions **Chicago, Illinois, United States (Remote)**
Freelancer for projects and operations March 2021 – March 2023

- Researching and writing blogs, articles and slides.
- Managing programs and accounts for connections on LinkedIn.
- Designing and refining slides, PDFs, and other graphics for use in marketing.
- Moderating webinars.

SchemaZone **Toronto, Canada (Remote)**
Project Manager Intern January 2022

- Planned and managed an expansion project to establish a branch in a select university.
- Budgeted and scheduled a 2-year plan post opening.

Central Bank of Lebanon **Beirut, Lebanon**
Intern July 2019

- Learning the inside workings of the central bank and its various departments.
- Analyzed the economic situation and the methods used to manage the Lebanese gold reserve.
- Learning to identify money laundering and fraud.

Credit Libanais **Hamra, Beirut, Lebanon**
Intern June 2019

- Rotated between Customer support, Customer relations, Tellers, and Loan Management
- Managed incoming checks, sorted damaged bills for replacement, and organized documents.

SKILLS, ACTIVITIES & INTERESTS

Languages: English – C2, Arabic – C1, German – A1, French – A2

Technical Skills: Basic JavaScript, Basic Python, SPSS, Writing (Blogs, Articles, etc.)

Certifications & Training: PMITP Certification, Nawaya Project Management Training Course, Online Skills Training, Communication Skills Mentorship Session, Salesforce Certified Agentforce Specialist

Activities: Event Organisation, Online courses, Learning languages

Interests: Watching and writing personal reviews for movies and television - Reading science fiction novels