

Hadi Zein

Administrative Assistant

Personal Information:

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Address: Beirut, Lebanon

Nationality: Lebanese

Summary:

Administrative/Graduate assistant with over 2 years of experience supporting academic, research, and administrative activities at top universities in Lebanon.

Work Experience

Administrative/Graduate Assistant

Sep 2023 – Apr 2025

Lebanese American University (LAU), Beirut, Lebanon

- Provided administrative and academic support to faculty in the School of Business.
- Supported 10 students through follow-ups, communications, and feedback management.
- Contributed to research and data analysis for departmental projects and academic studies.

Teaching/Graduate Assistant

Sep 2023 – Dec 2024

American University of Beirut (AUB), Beirut, Lebanon

- Assisted over 50 undergraduate students in courses such as Financial Engineering, Risk Management, and Introduction to Project Management.
- Assisted professors in research and academic tasks, enhancing classroom learning experiences.

Provider as a Field Engineer

Jun 2022 – Jun 2023

American University of Beirut (AUB), Beirut, Lebanon

- Scoping and mapping villages and areas with non-sewered households in Lebanon.
- Introduce the works and the needed data for collection.
- Develop strong relationships with local authorities, and contribute to delivering the works framework planes.
- Prepare progress reports as required for the project manager.

Internship Civil Engineer

Mar 2020 – May 2020

Derasat for Engineering and Contracting, Beirut, Lebanon

- Provided administrative and academic support to faculty in the School of Business.
- Supported 10 students through follow-ups, communications, and feedback management.
- Contribute to research and data analysis for departmental projects and academic studies.

Education

Master of Business Administration (MBA)

2025

Lebanese American University (LAU), Beirut, Lebanon

- **CGPA: 4/4**

Master of Engineering Management

2024

American University of Beirut (AUB), Beirut, Lebanon

- **CGPA: 3.92/4**

- **CGPA: 3.82/4**

Skills

Project Management
Time Management
Microsoft Office

Design Thinking
Analytical thinking
SPSS

Research & Data Analysis
Teamwork
AutoCAD

Languages

Arabic and English

Certificates

Social Media Certified, Hubspot

2025

Fundamentals of Project Management, Philanthropy Univeristy

2024

References

Dr. Hicham Abou Ibrahim
American University of Beirut
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Dr. Joelle Nader
Lebanese American University
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Dr. Lina Jaber
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