

Rahma Jabr

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PROFILE SUMMARY

Recent Business Administration graduate with a strong academic foundation and a passion for learning. Eager to leverage academic knowledge and skills in a professional environment. Highly adaptable and quick to learn, with excellent communication, teamwork, and problem-solving abilities. Committed to delivering high-quality work and contributing to team success. Seeking internships or full-time job opportunities to gain practical experience and grow professionally.

PROFESSIONAL EXPERIENCE

Private Tutor - Freelancer

Sept 2022 - Jun 2025

- Provided personalized tutoring in various subjects to students of different ages.
- Created customized lesson plans to meet individual student needs.
- Monitored and reported student progress to parents and guardians.

Online Intermediate English Teacher - Freelancer

Jun 2022 - Sept 2022

- Developed and delivered engaging lesson plans to intermediate-level English learners.
- Assessed student progress and provided feedback to enhance language skills.
- Utilized online tools and platforms to facilitate interactive learning sessions.

VOLUNTEER EXPERIENCE

Data Entry Associate

Apr 2025 - May 2025

- Utilized Microsoft Excel to input and update information efficiently.

Research Assistant

Sept 2023 - Mar 2024

- Compiled data for ongoing research projects.
- Collaborated with the research team on various project tasks.

Administrative Assistant for an Engineer

Jun 2022 - Sept 2022

- Organized and maintained project files and documents.
- Supported administrative tasks such as data entry and correspondence.

Receptionist

Jun 2022 – July 2022

- Greeted and assisted audience, ushering them to their seats during events.
- Maintained a tidy and welcoming reception area.

EDUCATION

Bachelor's Degree in Business Administration

May 2025

Lebanese International University

Beirut

GPA: 3.97

- **Relevant Courses:** *Project Management, Organizational Behavior, Research Methods*
- **President's Honor List**
- **Dean's Honor List**

May 2025

June 2023

CERTIFICATES

INJAZ Steer Your Career Program

July 2025

Participated in a career-focused training program aimed at building core professional skills. Covered leadership development, teamwork dynamics, and fundamental management techniques.

Odoo E-Commerce ERP Training

July 2025

Hands-on training in website creation, digital marketing, CRM tools, sales techniques, and e-commerce operations including logistics and product management.

Project Management Workshop (PMIF)

May 2025

Learned the basics of project planning, execution, and management, through a workshop by the Project Management Institute Foundation (PMIF).

FinFit Youth Championship Innovation Camp (iCamp)

Apr 2025

Collaborated with peers to develop a business idea and pitch it. Learned foundational skills in financial planning, budgeting, and pitching.

The Fundamentals of Digital Marketing

Mar 2023

Gained foundational knowledge in SEO, SEM, social media, and web analytics.

TECHNICAL SKILLS

- Proficient in Microsoft Office Suite
- Excellent written and verbal communication skills
- Proven ability to work collaboratively in group settings
- Experience in team projects and extracurricular activities
- Ability to manage multiple tasks and meet deadlines

Languages

Arabic (Native), English (Fluent)

References

Available upon request