

# Tamara El Mouhtar

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## OBJECTIVE

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Highly motivated and enthusiastic LAU Applied Economics graduate student, seeking an opportunity to learn new skills, gain valuable work experience, and advance in my career. Highly efficient in multitasking, time management, fast learning and adaptability, communication, presentation, and working under pressure.

## EDUCATION

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**Lebanese American University, Master of Arts in Applied Economics** September 2025 – June 2027

**Lebanese American University, Bachelor of Science in Economics.** September 2022 – June 2025

**Hariri High School 2, ES, Lebanese Baccalaureate** September 2010 – June 2022

## TRAININGS AND CERTIFICATIONS

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- **NxL Youth Empowerment Program** that focused on AI mastery, Empowering Entrepreneurs, Sustainability and Power of Data. (2023)
- **OI Digital Impact Training** on Employability and Transferable Skills, Otermans Institute (2021)

## EXPERIENCE

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**Accounting Internship – Applied Medical** August 2024

- Mainly perfected skills related to credit control.
- Prepared detailed financial analytical reports for management
- Utilized all available resources to implement most accounting procedures for many areas within the organization.

**HR & Management Internship – Chain of Education** January 2024 – April 2024

- Developed and delivered comprehensive reports on key HR metrics, including recruitment, retention, and employee engagement.
- Analyzed data to identify trends and insights for informed decision-making within the organization.
- Developed and implemented effective policies and procedures for HR, marketing, and other administrative functions

**Freelance Content Writer – Elaph. com** June 2019 – September 2024

- Contributed articles to a digital newsletter covering topics such as economics, business, entertainment, and politics.
- Conducted research and interviews to gather information for articles.
- Developed and edited content ensuring accuracy, clarity, and consistency with editorial standards.

## SKILLS AND LANGUAGES

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- Languages: Arabic, English [Fluent]
- Computer Literacy: Microsoft Office Applications, STATA, Tableau