

Nicole Attieh

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Beirut, Lebanon

RELEVANT WORK EXPERIENCE

8/20204 – Present

Operations and Financial Assistant, *Cityscape Development, Beirut*

- Managed end-to-end financial operations for external clients and development projects, overseeing invoicing, payment issuance, total cost reporting, and net financial reconciliation.
- Oversaw three cash accounts and reconciled the CEO's personal safebox, conducting daily 1-on-1 sessions to review due payments, optimize accounting workflow, and manage personal expenses.
- Collaborated with the Financial Manager to prepare VAT reports, reconcile transactions, and ensure accuracy in Statements of Account.
- Conducted preliminary cost estimations and financial studies for future development projects based on land area and specific requirements ensuring cost tracking variance remained within a 3% threshold of the initial budget/cost estimation valued at over \$1.5 Million.
- Led procurement and contract management, reviewing POs, negotiating supplier terms, and managing the full lifecycle of supplier contracts.
- Managed and structured large-scale Bill of Quantities (BOQ) data per project/floor for inventory cost tracking.
- Drafted Arabic legal contracts and handled CNSS documentation in coordination with external counsel.

02/2024

Research Associate, *World Economic Forum, Beirut*

- Represented Lebanon as part of the national team at the WEF; contributed research on SME development for global forums.
- Conducted comparative analysis and authored insights aligned with sustainable and economic development agendas.

05/2023 – 07/2023

Junior Marketing Intern, *Fernand Hosri Holding, Beirut*

- Proposed and built the company's first insurance marketing campaign, including social media strategy and custom website.
- Developed a 6-month content calendar and launched a fresh content series for the group's creative division.

EDUCATION

09/2021 – 07/2024

Bachelor of Science in Economics (B.Sc.), *Saint Joseph University of Beirut*

- Recipient of the *Magis* scholarship.
- Excelled in major courses like Econometrics, Corporate Finance, Applied Regression Analysis.
- Participated in Blominvest Financial Markets Competition

09/2010 – 06/2021

French Baccalaureate, *SSCC Kfarhebab*

- Graduated with distinctions.

EXTRACURRICULAR

04/2023

Model Youth Parliament, *Beirut*

- Co-authored economic policies in response to Lebanon's crisis; collaborated across simulated political factions.

10/2021 – 08/2022

Member of the Faculty's Student Council, *Saint Joseph University of Beirut*

- Led 5+ on-campus initiatives, representing student interests and driving community engagement.

SKILLS

Languages: Native/Fluent in French, English and Arabic; Limited working proficiency in Spanish, Turkish, Italian.

Computer: Microsoft Office (PowerPoint, Advanced Excel, Word), Mac OS, Python/R.

Professional: Financial reporting, procurement systems, legal coordination, cost estimation, policy analysis.