

# Nicole Attieh

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Beirut, Lebanon

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## RELEVANT WORK EXPERIENCE

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**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.

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## EDUCATION

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**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.

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## EXTRACURRICULAR

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**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.

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**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.