

Hoda Kurjie

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Education

American University of Beirut (AUB), Beirut, Lebanon
Bachelor of Arts in Economics
Merit Scholarship from AUB.

Aug 2023- May 2027

Abdulaziz International School (Sabis), Riyadh, Saudi Arabia
American High school Diploma.
Graduated with distinction.

Sep 2013 - Jun 2023

Experience

Bank Audi, Retail & Commercial Banking Intern

Dec 2025 – Present

- Contributed to customer account services and branch-level financial operations, including account opening, deposits, withdrawals, and transfers.
- Supported client interactions and gained hands-on exposure to retail banking products, compliance procedures, and daily banking workflows.

Cedar Economic Forum, Finance & Administration Team Member

Dec 2025 – Present

- Administered financial documentation, budget spreadsheets, and sponsor payment tracking to support accurate and organized forum finances.
- Handled financial reporting, invoice processing, and contract administration to ensure smooth and transparent event operations.

American University of Beirut, Data Collector

Oct 2025 - Present

- Trained in data collection and survey methodology.
- Assisted in field surveys on smoking behavior as part of an Economics Department research project.

World Economic Forum Global Shapers Community, Beirut Hub

Oct 2025 – Present

Head of Partnerships & Finance Committee

- Built partnerships with NGOs, private companies, and universities to expand project reach.
- Led partnership outreach and sponsor engagement to secure financial and in-kind support for hub projects.
- Managed budgeting, financial planning, and reporting to ensure transparent and sustainable project execution.

Project Lead – Career Guidance Initiative

- Coordinated with schools and professionals to design and deliver career-oriented workshops and mentorship for high-school students.
- Developed surveys, gathered data, and created tailored content to align speaker selection with students' interests.

Global Strategy Review, Researcher

Aug 2025 - Present

- Conducted research on global economic and policy topics and authored analytical pieces that delivered impactful insights.

AUB Junior Chamber International, Treasurer

Aug 2025 - Present

- Monitored the chamber's financial operations, including budgeting, reporting, while ensuring transparent documentation.
- Collaborated with members to allocate resources efficiently, support events, and advance JCI's mission of leadership and community impact.

Issam Fares Institute, Intern

Jan 2025 - Feb 2025

- Executed literature reviews and identified potential stakeholders to support research initiatives.
- Composed research-driven content to enhance the organization's presence on its online platforms.

AUB Outdoors, Finance Team Member

May 2024 - May 2025

- Processed transactions efficiently, including cash handling and maintenance of accurate financial records, while providing excellent customer service.

Outlook, Contributing Writer

Mar 2024 - Mar 2024

- Wrote and published an Economic article regarding the Lebanese economy while collaborating with a team of writers.

Extracurricular Activities and Volunteering

Dar Alaytam, Awareness Volunteer

Mar 2024 - Mar 2024

- Raised awareness about hygiene and healthcare through an organized presentation, while entertaining the children of the organization.

Nusaned, Logistics Volunteer

Feb 2024 - Feb 2024

- Participated in the mission of providing sustainable sanitary pads to those in need packaging over 1000 pads.

Abdulaziz International School, Head of Student Life Organization

Sep 2022 - Jun 2023

- Led the implementation of community-engaging ideas, goals, and objectives.
- Organized events promoting unity and diversity and helped build a strong and inclusive community, such as the around the world event that reactivated student life on campus.

Skills

Soft Skills: Leadership, Teamwork, Management, Research, Communication, and Multi-cultural Interactions

Computer Skills: Python, Microsoft Office Suite (Excel, PowerPoint, and Word)

Languages: Arabic (native), English (fluent: reading, writing, & speaking), French (adequate)