

# JAD ABOU JAOUDE

Beirut, Lebanon | +961 70556744 | jadabj@hotmail.com | Lebanese – American

## PROFESSIONAL SUMMARY

Finance professional experience in Banking, Retail Management, and Field Operations. Proficient in providing excellent Customer Service, Collecting and Analyzing Data, and utilizing Digital Banking Tools. Fluent in English, French, and Arabic, with strong attention to detail and problem-solving abilities. I am eager to contribute my diverse experience and knowledge to a dynamic team.

## EDUCATION

### University of Massachusetts Boston

Bachelor of Science in Management concentrated in **Finance**

- Graduated with Honors **3.7/4 GPA**
- Dean's List Fall
- Coursework in Corporate Financial Management, Financial Analysis, and Investment

### Massasoit Community College

Associate of Science in Management concentrated in **Business Administration**

- Graduated with Honors **3.6/4 GPA**
- Dean's List
- Coursework in HR Management, Supply Chain Management, and Project Management

## PROFESSIONAL EXPERIENCE

### IOM – United Nations Migration | **Field Data Collector** | Part-Time Jan 2025 - present

- Conduct field visits and calls to assess needs, validate data, and monitor cash assistance activities.
- Collect and Enter survey and demographic data using spreadsheets, databases, and digital tools.
- Support project tasks, manage records, and assist with safe aid delivery and protection.

### Santander Bank USA | **Bank Teller** | Full-Time Jan 2024 – Dec 2024

- Processed deposits, withdrawals, transfers, cashed checks, and made loan payments.
- Assisted clients with account inquiries and transactions.
- Promoted bank products, contributing to increased branch sales.

### South Shore Bank | **Digital Banking Advisor** | Full-Time Jan 2022 – Dec 2023

- Provided electronic advisory services to clients for accounting services and transactions.
- Utilized client interface technology, electronic delivery system, and banking software tools.
- Actively identified and pursued sales opportunities via electronic channels.

### 7-Eleven | **Store Manager** | Full-Time Dec 2017 – Dec 2021

- Supervised daily operations including employee scheduling and task assignments.
- Tallied inventory requirements and managed supplier relations.
- Designed and implemented store objectives at management's request.

## SKILLS

- Multilingual in **English, French, Arabic**
- Data Collection & Assessment
- Cash Handler
- Microsoft Office
- Digital Banking Software
- Customer Service