

Jana Mazboudi

Beirut, Lebanon

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PROFILE

I am a driven Human Resources Management student aiming to pursue a successful career while gaining practical work experience to strengthen my strategic thinking abilities. I chose this major because I am passionate about fostering workplace growth, improving employee experiences, and driving organizational success. With a strong ability to initiate change, address complex issues, and communicate solutions effectively, I strive to make a meaningful impact in every environment I work in.

EDUCATION

American University of Science and Technology
Undergraduate Human Resources Management *October 2022- Present*

Ecole Saint-Anne des Soeurs de Besancon Beirut
High School degree, Lebanese Bac in Economics (ES) *2021-2022*

WORK EXPERIENCE

Front Desk at the Beam Studio *September 2024-present*

Archiving team at Mena investment company *October 2023-March 2023*

Team leader at Dent de lait summer camp *July 2022-August 2022*

CERTIFICATES

-Coursera:

-Sales and CRM training: sales force and Pathstream | Practical application of CRM systems and optimized sales

-Artificial intelligence in Business Programs: Lund University | Leveraging AI across business domains

SKILLS:

Soft skills:

-Communication

-Time Management

-Team Work

IT skills:

-Power BI

-Microsoft Office

(Word, Excel, PowerPoint)

LANGUAGES

-Arabic

-French

-English