

Maya Hilal

Beirut, Lebanon

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Education

- Lebanese American University** Sep. 2024 – May 2026
Master of Arts in Applied Economics. CGPA: 3.95/4.00
Graduate Research Scholarship Recipient
- Lebanese American University** Sep. 2021 - May 2024
Bachelor of Science in Mathematics. CGPA: 3.6/4.00
LIFE Scholarship Recipient
Honor Scholarship Recipient

Experience

- Business Development Manager (Freelance) – Boston MindSync** Feb 2026 – Present
- Built the outreach function from scratch, identifying target organizations, creating prospect lists, and leading end-to-end communication with potential clients.
 - Prepared tailored business proposals and pitch materials, then led introductory and follow-up meetings to understand client needs and move opportunities forward.
 - Managed conversations and proposal discussions with high-profile institutions including Harvard, Georgetown University in Qatar, and the Royal Commission City of Riyadh.
 - Translated client requirements into clear next steps and commercially sound proposals, balancing relationship management with structured follow-through.
- Business Development Analyst– AZR Capital Ltd** April 2025 – Present
- Conducted targeted outreach to institutional investors via personalized emails, LinkedIn, and Salesforce campaigns, using structured follow-up to secure high-value meetings.
 - Analyzed CRM and LinkedIn data to qualify prospects, segment stakeholders, and prioritize the most relevant opportunities for the investment team.
 - Built and automated Excel-based workflows to process large conference attendee lists and convert raw data into clean, actionable outreach pipelines.
 - Produced briefing notes, engagement reports, and pipeline insights that helped the team improve meeting quality, scheduling efficiency, and pre-meeting preparation.
- Business Operations and Strategy Intern - Maharat** Aug. 2023 – Nov. 2023
- Conducted market and partnership research across industries to support strategic decision-making and identify growth opportunities.
 - Supported outreach, proposal drafting, and stakeholder follow-up, helping convert research findings into practical business actions.
 - Assessed operational improvement opportunities, including potential AI use cases and technology enhancements to support internal efficiency.
- Coding & Robotics Teacher – CodeBrave** Sep. 2022 – Sep. 2023
- Designed, composed, and executed engaging and comprehensive coding lesson plans for a diverse group of K-12 students, resulting in an exceptional 90% improvement in technical proficiency.
 - Successfully imparted coding courses encompassing Scratch, Python, Java, game development, and app development, fostering not only technical skills but also cultivating creativity and problem-solving abilities.
 - Implemented innovative teaching strategies that significantly enhanced student engagement, resulting in a notable 80% increase in active participation and improved retention of coding concepts.
- Social Partnership Manager - AIESEC** Aug. 2021 – Feb. 2022
- Led NGO outreach and partnership discussions, qualifying opportunities, running meetings, and maintaining stakeholder communication through to sign-up.
 - Managed documentation and communications with attention to professionalism, follow-through, and operational compliance.

Certificates

- CITI Responsible Conduct of Research (RCR) Training Certificate
- Data Analysis in Excel - Data Camp
- Tableau Public for Project Management and Beyond – Coursera
- Project Management & Other Tools for Career Development - UCI – Coursera
- Data Science Math Skills - Duke University - Coursera
- Game Theory with Python - Coursera
- Understanding Research Methods - University of London - Coursera
- Business Analysis & Process Management - Coursera
- SAS Visual Business Analytics – Coursera

Skills

- Teamwork, enthusiastic, leadership, time management, critical thinking, and adaptability
- Technical: MS Office, Python, JavaScript, HTML, Swift, MATLAB, Lua, AI, STATA, Salesforce
- Languages: Fluent in English and Arabic - French (Beginner)