

Amani Muammar

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EDUCATION

American University of Beirut

2024-2028

Dual Degree: BS, Applied Mathematics & BA, Economics; Minor in Data Science, Minor in Actuarial Mathematics

- CGPA: 3.81, Honor list Fall 24-25, Fall 25-26, Spring 25-26
- **MEPI-Tomorrow's Leaders** Undergraduate Scholarship student, which dictates a commitment of 20 hours of volunteering every semester along with leadership building and soft-skill development workshops.

PROFESSIONAL EXPERIENCE

Amazon

June 2025

Project Management Bootcamp

- Designed and mapped an end-to-end project workflow, translating requirements into a structured execution plan
- Developed and tested prototypes, documenting assumptions, constraints, and risks to evaluate feasibility and improve outcomes

Cedar Economics Forum

2025 – Present

Finance & Administration Team Member

- Tracked and reviewed financial transactions, expense records, and contracts to ensure accuracy and compliance
- Supported financial documentation and internal control processes to maintain transparency and accountability

Design, Monitoring and Evaluation (DMEL)

April 2025

Completion Certificate

- Designed KPIs and evaluation frameworks to assess program performance and outcomes
- Analyzed data to identify gaps, assess controls, and support evidence-based decisions

Outlook

2025 – Present

Logistics & Outreach Coordinator

- Manage proposals, negotiations, and documentation with external partners
- Coordinate multiple deliverables simultaneously while meeting deadlines
- Conduct research by identifying potential advertisers, assessing partner fit, and tailoring proposals to match business goals with Outlook's student audience.

Global Strategy Review

2025 – Present

Data Analyst

- Collect, clean, and analyze municipal-level datasets, ensuring data accuracy and consistency
- Identify trends and anomalies in raw data to support analytical conclusions

El Media Lab

2026 – Present

Project Manager

- Lead planning and execution of initiatives focused on digital rights and information integrity across MENA
- Develop structured project timelines, assign responsibilities, and monitor deliverables to ensure accountability and timely completion
- Design tracking frameworks and documentation systems to monitor progress and evaluate impact
- Identify operational risks and propose adjustments to improve efficiency and internal coordination

Life Sculptor

2024 – Present

Researcher

- Designed and delivered educational presentations for underprivileged students focused on leadership, academic skills, and personal development.

SKILLS

Microsoft Excel, Word, PowerPoint, Access, Canva, Statistical Analysis, Data analysis and reporting, Precision, Project Management, Strategic Planning, Problem Solving, Presentation Design, Communication, Logistical Coordination, Analytical Thinking, Time Management.