

Reem Chaarani

North Governorate, Lebanon
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PROFILE

I possess a strong personality complemented by high emotional intelligence. I thrive under pressure, consistently delivering my best work. Additionally, I am highly adaptable and quick to learn new skills and concepts.

EXPERIENCE

Outbound Sales & Calling Agent, EZ CAPITAL

09/2025 – 5/2026

- Conducted high-volume outbound calls to companies and prospective clients
- Maintained strong productivity and communication skills in a fast-paced sales environment
- Scheduled meetings and generated qualified leads for the sales team
- Assisted in capital sales through persuasion, client engagement, and relationship management

Protocol Intern, Ministry of Foreign Affairs and Immigrants

06/2025 – 09/2025

- Assisted in organizing and coordinating high-level diplomatic events and official ceremonies.
- Managed meetings with ambassadors, diplomats, and foreign delegations to observe and support protocol procedures.
- Drafted and translated official correspondence, diplomatic letters, and intergovernmental documents.
- Accompanied Ministry representatives to the Presidential Palace and other state institutions during official visits.
- Supported the preparation of briefing materials, invitations, and event logistics for international operations.
- Gained practical understanding of diplomatic communication, state protocol, and international relations.

Secretary, Political Science Society UOB

01/2025 – 08/2025

- Managed club records, meeting minutes, and correspondence to ensure smooth communication and organization.
- Assisted in organizing academic discussion by preparing beforehand documents, speaker events, and networking opportunities for club members.
- Maintained member database, coordinated announcements, and facilitated engagement through emails and social media.

National Elections Observer, LADE

05/2025 – 05/2025

- Monitored and reported on electoral processes to assure transparency and fairness.
- Observed polling stations, voter registration, and ballot counting procedures.
- Submitted monitoring reports and documenting observations for official election review.
- Monitored and observed in 3 different governorates and areas: North Lebanon, Beirut, and Mount Lebanon.

Anti-Corruption Project Intern, SHIFT Innovation Social Hub

01/2025 – 05/2025

- Worked on projects and awareness programs tackling corruption in Lebanon.
- Conducted surveys and interviewed a variety of people on the streets as part of the project.
- Created awareness programs to combat corruption.

News Reporter, 961 news

01/2025 – 03/2025

- Researched, wrote, and edited news stories covering local and national events.
- Conducted interviews with sources, gathering accurate and relevant information.
- Produced engaging content for digital and broadcast platforms under tight deadlines.
- Fact-checked information to ensure accuracy, reliability, and journalistic integrity.

EDUCATION

Bachelor's in Political Sciences and International Affairs

08/2023 – 05/2026

University of Balamand — Koura, Lebanon

SKILLS

• Protocol & Diplomatic Etiquette • Public speaking and Representation • Research & Policy Analysis • Diplomatic Communication & Persuasion • Critical & Analytical Thinking • Adaptability & Quick Learning • Microsoft Word, Microsoft Powerpoint, Microsoft Excel • Arabic (Native) • English (Fluent)
