

NOUR ABDEL SATER

FREELANCE INSURANCE CONSULTANT – ADIR INSURANCE

I work independently to manage and grow a portfolio of clients, advising them on how to navigate various insurance options. Instead of a standard 9-5, I manage my own schedule to conduct risk assessments and provide tailored solutions that fit my clients' needs. This role is all about clear communication and problem-solving.

DETAILS

Lebanese - American
Beirut, Lebanon
+961 76872714
Nour.abdelsater53@gmail.com

Date / Place of Birth

July 3, 2003
Memphis, Tennessee

KEY SKILLS

- Information Management
- Archival Research
- Organization and Filing Systems
- Communication
- Attention to Detail
- Cultural Sensitivity
- Openness to Experience
- Computer Literacy
- Data Analysis

WORK EXPERIENCE

Archive & Special Collections Intern — American University of Beirut

Beirut, Lebanon | June 2025 – August 2025

- Assessed, categorized, and organized historical materials from the Saeb Salam Collection, improving accessibility for researchers and the wider community.
- Applied archival and preservation practices to ensure the integrity and long-term usability of sensitive documents.
- Collaborated with the library's team to implement structured filing systems and enhance data organization.

Data Analyst Intern at Dun & Bradstreet

Remote | June 2023 – August 2023

- Analyzed and interpreted complex data sets using Microsoft Excel to extract insights that supported strategic business decisions.
- Applied advanced analytical and critical thinking skills to identify trends and patterns, contributing to key business initiatives.
- Communicated findings and data-driven recommendations to stakeholders, supporting informed decision-making.

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- Collaborated with cross-functional teams to design and implement data collection processes, ensuring data accuracy and integrity.
 - Demonstrated active listening and problem-solving abilities to address the data needs of internal and external clients.

Freelance Insurance Consultant at ADIR Insurance

- I work independently to find and sign new clients, managing the entire sales process from the first meeting to closing the policy.
- I'm the main contact for my clients, making sure they understand what they're buying and helping them out whenever they have questions or need to renew.
- I look at a client's situation and figure out which policy actually makes sense for them.

EDUCATION

**Bachelor of Arts in Political Studies, Minor in International Law
American University of Beirut — Spring 2026**

Dean's Honor List

Relevant coursework: Public International Law, Constitutional Law, Conflict and Conflict Regulation, Human Resources & Personnel Administration, International and Regional Organizations, Human Rights and International Politics, Research Methods in Political and Social Science.