

Hadeel Al-Hubaishi

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Education

American University of Beirut (AUB)

Bachelor of Business Administration – OSB - GPA 3.33

Double emphasis: Management/HR and Business information & Decision Systems

Beirut, Lebanon
Sep 2014 – June 2018

University of Pennsylvania (UPENN)

Study Abroad Program – Management at Wharton

Pennsylvania, USA
Jan 2017 – May 2017

Berkley University – MOOC Program

Journalism for Social Change Online Course

Online
Feb 2016 – May 2016

Professional Experience

Media Association for Peace (MAP)

Administrative Assistant | Accountant Intern

Beirut, Lebanon
June 2015 – June 2016

- Developed job descriptions
- Handled financial reports for donors
- Coordinated a fund-raising event and Organized 3 different workshops
- Established 1st Newsletter of MAP

Teach for Lebanon

Administrative Assistant Intern

Beirut, Lebanon
Jan 2014 – Mar 2014

- Managed database and day-to-day data entry and Conducted research and translated documents

Projects

2015 - 2018

- Working on HR succession plan for **Oracle**
- Completed a recruitment consulting project for **BSynchro**
- Completed a consulting project for the **Cheesecake Factory**
- Conducted management analysis project for **Beelines**
- Completed An HR consulting project on **Home Depot Supply** (Wharton-UPENN)

Volunteer Work

Help Syria's Kids – Program leader handling logistics, organizing writing project and teaching English

Beirutiyat – Provided logistical support for “Pedal for Peace” event

UN – Logistical support at the United Nations International Day for Peace

MESCWA - Represented Tunisia under theme of implementing the 2030 Agenda

Roller Derby – Treasury of the Team | Skater, the only Roller Derby league in Lebanon

Professional Development

Workshops

- Proposal writing - Business Communication skills - Negotiation skills
- Developing Business Plan – CV & Interviewing skills
- Online networking - Creating online presence
- Digital Journalism - Human rights advocacy - Building Plan for Responsible Leadership

Seminars / Conferences / Competitions

- Women in Data Science AUBxStanford 2018 – The Multi-Stakeholder SDG Forum 2017
- HR and workforce analytics 2018
- Strategy & Case competition 2017 – The Big4 & After competition 2016
- Innovation Response Hackathon (BeryTech) – Business Innovation Camp (INJAZ)

Awards

Middle East Partnership Initiative – Tomorrow's Leaders Scholarship

2014 – 2018

A 4-year full scholarship to attend the American University of Beirut awarded by the US Department of State to student from the MENA region on the basis of academic excellence and leadership potential.

YES – Youth Exchange Student Program

2012

A 1-year full scholarship to attend High school and live with an American family.

Skills

Languages: Arabic (Native), English (Fluent)

Computer skills: Microsoft Office applications, Access SQL, Visual Basic, WBS, Visio, Power BI, Visier.