

Farah Rteil

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Education

Bachelor in Business Administration- Finance concentration, main courses: Hedge Fund Strategies, Investment Management, Venture Capital Management, Real Estate Management and Credit and Risk analysis.

American University of Beirut - Expected date of graduation: May 2018

Lebanese Baccalaureate - Life Sciences

Beirut Baptist School - 2014

Experience

Strategy Advisor and Marketing Manager
at AUB - Part Time

Synkers - Beirut, Lebanon
Jan. 2017- Feb. 2018

- Develop, manage and execute marketing strategies to reach our goals, in terms of number of sign ups and booking hours.
- Recruit Ambassador(s) for each university Synkers is operating in, to manage and execute the plan.

Business and Distribution Manager - Part Time

Rusted Radishes - Beirut, Lebanon
Aug. 2016- Present

- Manage Points of Sales (POS) database which includes distribution of journals and collecting cash.
- Manage financial accounts: PayPal and Bank account.
- Create marketing plan and strategies for POS.

Marketing and Communication Intern
Lebanese Oil and Gas Initiative (LOGI) -
Beirut, Lebanon
Jan. 2016- Oct. 2016

- Developed different projects to inform, inspire, and involve Lebanese citizens in the Oil and Gas Industry.
- Represented LOGI at workshops and seminars given by stakeholders in the Oil and Gas Industry.

Administrative Assistant at AUB Art
Galleries (**Work Study Program at AUB**)
Jan. 2015- Dec. 2016

- Guided visitors through the exhibition to describe the artists' intentions behind their work.

Extracurricular Activities

180 Degrees Consulting Club
Sep. 2017- Present

- Consult NGOs and social enterprises about their performance to achieve organizational goals.

Students for Sustainable Energy for All
Sep. 2015- Present

- Member at Large of 2017-2018 Cabinet Committee.
- Public Relations Team Leader for Light Up a Village
- Secured sponsors for LUV 1.0 - project that aims to provide Solar Light Poles to electricity-deprived villages.
- Organized the Opening Ceremony of LUV 1.0

AIESEC AUB
Sep. 2014- Dec. 2016

- VP for Sales and Sponsorship for Step Up
- Project Manager for Local Project – Mashrou3 AMAL
- Team Leader in Incoming Global Volunteer (iGV)
- Team Member in Outgoing Global Volunteer (OGV)

Skills

Computer Skills: MS Office, with extensive knowledge in Excel.

Languages: Fluent in English and Arabic with basic knowledge in French.

Soft Skills: Team-Building, Strategic Planning, Problem- Solving, Time Management and Leadership.