

# B A N I N   H A R B

**PHONE:** +961 76649234, **EMAIL:** banin.harb@gmail.com

## WORK EXPERIENCE

---

*June 2013- Sept 2013*      **Cashier and Barista at “The Coffee Shop”, Karout Mall**  
• Managing capital control; Cliental communication

**Lebanese American University** **Beirut, Lebanon**  
*Part-time Undergraduate Assistant*

*Sept 2013- May 2015*      **Women’s Institute for LAU**  
• Manage missing supplies; Fill out forms

*June 2016- Dec- 2016*      **LAU Library**  
• Shelve Books (Check in and checkout); Proctoring

*Jan 2016-December 2017*      **Financial Aid Office for LAU**  
Look over forms; Assist new students

*Jan 2018- May 2018*      **Hospitality Department for LAU**  
• Look over supplies and establish what is missing

**UNION MEDIA** **Beirut, Lebanon**  
*Internship*  
*June – Aug 2018*  
• Informing team/clients of shipment statues after being processed  
• Preparing/following up with all needed documents and financial payments

## EDUCATION

---

*Spring 2018*      **Lebanese American University** **Beirut, Lebanon**  
BS in Management

*June 2013*      **Greenfield College School** **Beirut, Lebanon**

## COMPUTER SKILLS

---

▪ Applications: Microsoft Office, Excel, Power point and outlook

## LANGUAGES

---

English (written and spoken) fluent; Arabic (spoken) fluent

## ACHIEVEMENTS

---

*Sept 2011- June 2013*      **School Community Service**  
• Helped autistic kids with language development

*Sept 2012- Dec 2013*      **NGO “Injaz”**  
• Created a product, and entered a competition

*Sept 2017- Dec 2017*      **NGO “G”**  
• Organized events on Christmas for orphanage