

ALINE ALAMEDDINE

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EDUCATION

From 09/10 to 06/13	American University of Beirut (AUB) Bachelor in Business Administration, emphasis in Finance Graduated: June 2013 GPA: 82.86 Courses Taken: Finance, Credit Risk, Marketing, Management Dean's Honor list Fall 2010 and recipient of Mohammad S. Dimashkeih Scholarship	Beirut, Lebanon
From 09/96 to 06/10	International College, Ras Beirut (IC) Lebanese Baccalaureate in General Sciences Graduated: June 2010 Recipient of the IC Alumni Association Award (1 st place) June 2010	Beirut, Lebanon

EXPERIENCE

July 2013 till present	Mediterranean Shipping Company (MSC) Position Held: Documentation Export Senior Officer <ul style="list-style-type: none">• Bookings entry and Declaring vessels• Issuing B/L documents• Issuing Customs manifest• Handling both Local Export and Transshipment	Beirut, Lebanon
June/Sept 2011 & June/August 2012	Mediterranean Shipping Company (MSC) Position Held: Trainee in the Export and Import Documentation Unit <ul style="list-style-type: none">• Manifest checking• Declaring container load to Beirut Port• Rendering B/L documents.	Beirut, Lebanon
July/August 2010	All Sports Academy Summer Camp (AUB) Position Held: Football Staff and Assistant Coach <ul style="list-style-type: none">• Equipment control and management• Assisting coaches in football• Watching over groups of children	Beirut, Lebanon
Sept 2010 till June 2016	Private tutoring for Middle and High School Levels	Beirut, Lebanon
2008/2010	Community service and volunteer work <ul style="list-style-type: none">• IndyAct, Basma, RHUH	Beirut, Lebanon

SUMMARY SKILLS

COMPUTER SKILLS: MS Word, Excel, PowerPoint, Internet use

LANGUAGES: Fluent in English, Arabic and French (written and spoken)

SOFT SKILLS: Leadership, Communication, Team-Building, Public Speaking, Problem Solving

INTERESTS, HOBBIES AND ACCOMPLISHMENTS

- University Varsity Futsal Team and High School Varsity Football Team/Badminton Team
- Cofounder and Player at OBerytus Academy
- Winner of Lebanese Football Cup and Lebanese Super Cup 2016

REFERENCES

Available upon request