

# Jade Doumani

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## Education

**B.S. WITH HIGH DISTINCTION | SPRING 2017 | LEBANESE AMERICAN UNIVERSITY**

- **Major: Business**
- **GPA: 3.82 / 4.0**
- Honors:
  - Dean's List (Spring 2014- 2017)
  - Distinguished Honor's List (2014- 2017)
- Scholarship:
  - LAU Honors Scholarship (2014- 2017)
- Awards:
  - LAU Club Initiative Award (2016)

## Experience

**BUSINESS ANALYST | LYNX PRINTERS | JUNE 2017 – AUGUST 2018**

*Handled the continuous improvement of business functions and the logistics behind the order and delivery of the various high-end printers sold by Lynx Printers.*

**SUMMER TRAINEE AT THE CCC FINANCE DEPARTMENT | CONSOLIDATED CONTRACTORS COMPANY (CCC) | JULY 2015 – AUGUST 2016**

*Handled the financial statements documenting business transactions that CCC conducts with various banks and organizations around the world while conducting the necessary calculations to close quarterly balance sheets.*

## Extracurriculars

***President of the LAU Cinema (2015-2017)***

*In my second year at LAU, I took it upon myself to restore the defunct LAU Cinema Club that had been inactive for many years. I campaigned extensively to revive it and for the next two years was elected its President. In my time as president of the club, I organized various events*

*that included guest speakers from the local film industry and on-campus film screenings of local and international classics that were decided by the student body through an on-line vote I would hold before each screening.*

### ***Secretary of the LAU Astronomy Club (2015-2016)***

*I was elected the official Secretary of Astronomy club in my junior year where I, as a part of the four members of the governing body organized various activities and events on Campus. Regular events included star gazing trips that required bus transport of 40 students to the mountains in the villages outside of Beirut. Multiple on-campus movie screenings were also held regularly as well the construction of an on-campus Planetarium that the club had built and set-up for a day. For my efforts I was awarded the LAU Club Initiative Awards 2016.*

### ***LAU Chess Varsity Team (2015-2017)***

*I was selected by the Lebanese American University's chess coach to undertake intensive training and represent the university in various Chess tournaments that took place in Lebanon at the Lebanese University (L.U.), the American University of Science and Technology (AUST), and LAU.*

### ***G (2016)***

*At G I was chosen to be a member of the team that organized both the 2016 Earth Hour Event at the Beirut Water Front and G's annual planting day that were held to promote less energy consumption and offset carbon emissions.*

### ***180 Degrees Consulting (2014 –2017)***

Strategic, management, and financial consulting of local NGOs and organizations. Selected Experience:

- ***NO LABEL NGO***
  - Secured alternative sources of funding for the NGO to allow it to operate for the upcoming 2018-2019 fiscal year
- ***Save Our Souls (SOS) Children's Village***
  - Performed sustainability and salary indexing
- ***Darb El Sama NGO***
  - Increased volunteering retention rates proposed new fund-raising strategies, and implanted marketing campaigns.

## **Proficiency & Skills**

**Work Authorization:** American & Lebanese

**Languages:** Fluent in English and Arabic

**Technical Skills:** WordPress – HTML5 – CSS – SQL – JavaScript – Adobe Premiere – Word – Excel – PowerPoint