

EDUCATION

American University of Beirut 08/2016 – 06/2020
Bachelor in Industrial Engineering and Management, Minor in Economics-Courses taken relevant to position: project management, Operations Research, Management of Technology, Statistics, Engineering Economy, principles of management and principles of marketing.

College Elite Franco-Libanais 09/2001 – 06/2016

- French Baccalaureate: Official in 2016 - Mention Tres Bien
- Lebanese And French Brevet (Mention Tres Bien)

PROFESSIONAL EXPERIENCE

Public Relation at AUB Outlook 09/2018 - Present

- Organizing events to enhance Outlook readership.
- Building strategies to increase Outlook popularity among AUB students and staff.
- Ensuring to get sponsors and advertisers for events.
- Managing Public Relations.

Statistics Analyst, Research Assistant and Web Designer
American University of Beirut – Student Affairs(Dean's office and Career Hub) 09/2017 – 12/2018

- Designed new website interface 2018 for AUB Student Affairs departments at AUB using SharePoint (cms2).
- Created surveys for employers, students and alumni and analyzed received data in order to plan for future projects.
- Organized several projects, mainly AUB Job Fair 2018 that hosted more than 120 companies & other career events on campus.
- Built strategies to improve AUB Student Affairs Social Media.

Private Tutor and Tutor at A+ Center 10/2016 – 02/2018

- Private tutoring for high school students and tutor at A+.

PROJECTS ACCOMPLISHED

- Won 4th place (among 500 competitors) in creating a Mini cashier design using LabView.
- AUB family medicine Lean project based on optimizing customer service waiting time in AUBMC family medicine department.
- Lead a team of 5 students to build and program a Lego Mindstorm Robot for a Sumo Fight competition.
- Synthesis of perfume with healing effects and market it in front of foreign jury (TPE project).

EXTRACURRICULAR ACTIVITIES

Volunteer at Lebanese Red Cross
(09/2016-09/2017)

- Organized Red Cross Money Campaign in schools.
- Organized On campus events such as First Aid Awareness and Women's Day.
- Assisted Red Cross in voluntary works and activities such as marathons and dinners.

Volunteer at Foodblessed & Arc-en-ciel
(09/2013-06/2016)

- Organized bake sale, lunch events and marathon with Arc-En-Ciel.

Awards

- Dean of Student Affairs Award for leading successfully the new Student Affairs Website Project.
- Student Representative at AUB Board of Trustees Meeting.
- Student Representative at the meeting with the chair of MSCHE evaluation team.
- Got dedication, excellence and commitment award from Lebanese Red Cross.

SKILLS

COMPUTER SKILLS: MS Word, Excel (using solver academically for data analysis), PowerPoint, AutoCad, C++, Labview, Matlab, Google Drive, Sharepoint for web design.

LANGUAGES: Fluent in English, Arabic and French with basic knowledge in Spanish.

SOFT SKILLS: Time Management, Intercultural Communication, Scheduling, Team Leadership, Conflict Resolution and Problem Solving.