

# SABINE KANAAN

Mar Elias, Beirut, Lebanon  
+96171120729 – snk21@mail.aub.edu

## EDUCATION

09/2016 to 06/2020	<b>American University of Beirut (AUB)</b> Bachelor in Industrial Engineering (B.E.) Expected date of Graduation: June 2020 GPA: 3.4 Honors	Beirut, Lebanon
09/2001 to 06/2016	<b>Lycée Abdel Kader</b> Scientific French Baccalaureate, Earned with high distinction	Beirut, Lebanon

## EXPERIENCE

07/2018 to 08/2018	<b>Bank Audi Internship</b> <ul style="list-style-type: none"><li>Responded to customer inquiries, providing information on bank accounts, policies, products, and services</li><li>Collected customer information and input data into the system ensuring confidentiality</li><li>Met with new bank customers to explain all the services and features the bank has to offer</li><li>Participated in Innovation day, CSR day, etc..</li></ul>	Beirut, Lebanon
06/2016 to 06/2018	<b>Tutoring</b> <ul style="list-style-type: none"><li>Taught Grade 4-5 students all subjects (Math, French, Arabic and sciences)</li><li>Taught Grade 7-11 students scientific subjects (math, physics, chemistry and science)</li><li>Prepared mock exams and reviewed material for end of year exams</li></ul>	Beirut, Lebanon
06/2016 to 08/2016	<b>Le Barbar Summer Camp Leader</b> <ul style="list-style-type: none"><li>Planned, coordinated, and executed activities while guiding kids in daily living skills</li><li>Assisted in direction and supervision of campers during activities</li><li>Contributed to verbal and written evaluations, activity planning, and administration</li></ul>	Beirut, Lebanon
06/2012 to 07/2012	<b>Khatib &amp; Alami Internship</b> <ul style="list-style-type: none"><li>Assisted in various architecture and interior design projects</li><li>Attended various meetings with clients regarding current projects</li><li>Learned floor plans drawing</li></ul>	Beirut, Lebanon

## SUMMARY SKILLS

### LANGUAGES:

- **English:** Fluent
- **French:** Fluent
- **Arabic:** Fluent
- **Spanish:** Beginner

**COMPUTER SKILLS:** MS Word, Excel, PowerPoint, Access, Internet use, Visual Basic, C++

**SOFT SKILLS:** Leadership, Communication, Public Speaking, Time Management, Team-Building, Organizational, Accountability, Negotiation, Flexibility, Reliability

## EXTRA CURRICULAR ACTIVITIES

- Scouts Chief Leader
- Volunteer at the American University of Beirut UNICEF Club
- Member of the AUB outdoors
- Volunteer at Children's Cancer Center Lebanon

## TRAININGS

03/2018 to 04/2018	<b>Work Success Boot Camp Training Program</b> Completed a 5-day intensive program that focuses on developing various skills that include leadership, communication, networking, interviewing, and other career essentials.	Beirut, Lebanon
--------------------	--	-----------------