

EDUCATION

- 09/12 - 02/17** **American University of Beirut**, Beirut, Lebanon
Bachelor of Sciences in Medical Laboratory Sciences
Date of Graduation: Feb 2017
- 10/09 - 07/12** **Generations High School**, Nabatieh, Lebanon
Lebanese Baccalaureate: Official in 2012

EXPERIENCE

- 06/17 – Present** **AUB Provost Office**, Beirut, Lebanon
Position held: Program Assistant for the MasterCard
Foundation Scholars Program
- Assisting in administrative matters related to scholars such as dorms, stipends, schedules, etc.
 - Assisting in making arrangements for meetings related to The MCF program inside and outside AUB.
 - Attending meetings and write minutes.
 - Assisting in the organization of major activities and events on campus and off campus such as workshops, parent's open house, social and cultural visits, etc.
 - Keeping a record of all program activities to support in reporting.
 - Maintaining all files related to The MasterCard Foundation program.
 - Performing other similar or related duties as requested.
- 04/17 – 05/17** **AUB Admissions Office**, Beirut, Lebanon (*Temporary*)
Position Held: Data Entry Assistant
(for the MasterCard Foundation Scholarship program applications)
- Making sure that all the requested documents are present.
 - Entering the data presented in the applications into the system.
 - Doing the necessary calculations when it comes to the financial related sections in the applications.
- 08/16 - 12/16** **MedConsult**, Beirut, Lebanon
Position Held: Administrative Assistant
- Worked on almost 1000 subpoenas received from subpoena companies in the U.S
 - Downloaded, uploaded or added necessary medical records to subpoenas per what's requested.
 - Created invoices and invoice templates for each subpoena received.
 - Sent the subpoena with the added records and the corresponding invoice to the supervisor to be sent later to the office in California.
 - Entered data related to the patients and subpoenas on a common Google Spread Sheet shared between the office employees

- 07/16 - 08/16 AUB-Medical Center, Beirut, Lebanon**
 Position held: Medical Lab Technologist
- Assisted in patient identification
 - Entered basic data related to patients' results
 - Performing manual testing as well as automated testing
 - Added information received from reference labs in Europe to the patients' files
- 06/16 - present Tutoring High School Students, Beirut, Lebanon**
- Physics, Math, Chemistry, Biology

EXTRACURRICULAR ACTIVITIES

- 10/14 - 09/15 Health Sciences Students Society at AUB, Beirut, Lebanon**
 Position held: Treasurer
- Responsible for the estimation and calculation of the needed budget to fund any event organized by the society and reporting it back to the Student Affairs
 - Public relations: contacting potential sponsors and getting the best offers.

01/13 – 02/15 Attending several workshops at AUB (Life skills, Citizenship, Advocacy, Introduction to Public Speaking, Time Management)

PROJECTS ACCOMPLISHED

- 01/17 Environmental Awareness Campaign in Mount Lebanon (Co-manager)**
01/15 Public Health and Hygiene Awareness Campaign in schools

SUMMARY SKILLS

COMPUTER SKILLS: MS Word, Excel, PowerPoint, Google Drive and related documents, designing brochures and posters

LANGUAGES: Fluent in English and Arabic (writing, speaking and reading)

SOFT SKILLS: Leadership, Communication, Team-Building/ working as a part of a team, Management and organization