

Hoda Kurjie

Address: Beirut, Lebanon | Email: hmk61@mail.aub.edu | Tel: +96181015666 | LinkedIn: [Hoda Kurjie](#)

Education

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| American University of Beirut (AUB) , Beirut, Lebanon Bachelor of Arts in Economics Merit Scholarship from AUB. | Aug 2023- May 2027 |
| Abdulaziz International School (Sabis) , Riyadh, Saudi Arabia American High school Diploma. Graduated with distinction. | Sep 2013 - Jun 2023 |

Experience

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| Bank Audi , Retail & Commercial Banking Intern <ul style="list-style-type: none">Contributed to customer account services and branch-level financial operations, including account opening, deposits, withdrawals, and transfers.Supported client interactions and gained hands-on exposure to retail banking products, compliance procedures, and daily banking workflows. | Dec 2025 – Present |
| Cedar Economic Forum , Finance & Administration Team Member <ul style="list-style-type: none">Administered financial documentation, budget spreadsheets, and sponsor payment tracking to support accurate and organized forum finances.Handled financial reporting, invoice processing, and contract administration to ensure smooth and transparent event operations. | Dec 2025 – Present |
| American University of Beirut , Data Collector <ul style="list-style-type: none">Trained in data collection and survey methodology.Assisted in field surveys on smoking behavior as part of an Economics Department research project. | Oct 2025 - Present |
| World Economic Forum Global Shapers Community, Beirut Hub Head of Partnerships & Finance Committee <ul style="list-style-type: none">Built partnerships with NGOs, private companies, and universities to expand project reach.Led partnership outreach and sponsor engagement to secure financial and in-kind support for hub projects.Managed budgeting, financial planning, and reporting to ensure transparent and sustainable project execution. Project Lead – Career Guidance Initiative <ul style="list-style-type: none">Coordinated with schools and professionals to design and deliver career-oriented workshops and mentorship for high-school students.Developed surveys, gathered data, and created tailored content to align speaker selection with students' interests. | Oct 2025 – Present |
| Global Strategy Review , Researcher <ul style="list-style-type: none">Conducted research on global economic and policy topics and authored analytical pieces that delivered impactful insights. | Aug 2025 - Present |
| AUB Junior Chamber International , Treasurer <ul style="list-style-type: none">Monitored the chamber's financial operations, including budgeting, reporting, while ensuring transparent documentation.Collaborated with members to allocate resources efficiently, support events, and advance JCI's mission of leadership and community impact. | Aug 2025 - Present |
| Issam Fares Institute , Intern <ul style="list-style-type: none">Executed literature reviews and identified potential stakeholders to support research initiatives.Composed research-driven content to enhance the organization's presence on its online platforms. | Jan 2025 - Feb 2025 |
| AUB Outdoors , Finance Team Member <ul style="list-style-type: none">Processed transactions efficiently, including cash handling and maintenance of accurate financial records, while providing excellent customer service. | May 2024 - May 2025 |
| Outlook , Contributing Writer <ul style="list-style-type: none">Wrote and published an Economic article regarding the Lebanese economy while collaborating with a team of writers. | Mar 2024 - Mar 2024 |

Extracurricular Activities and Volunteering

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| Dar Alaytam , Awareness Volunteer <ul style="list-style-type: none">Raised awareness about hygiene and healthcare through an organized presentation, while entertaining the children of the organization. | Mar 2024 - Mar 2024 |
| Nusaned , Logistics Volunteer <ul style="list-style-type: none">Participated in the mission of providing sustainable sanitary pads to those in need packaging over 1000 pads. | Feb 2024 - Feb 2024 |
| Abdulaziz International School , Head of Student Life Organization <ul style="list-style-type: none">Led the implementation of community-engaging ideas, goals, and objectives.Organized events promoting unity and diversity and helped build a strong and inclusive community, such as the around the world event that reactivated student life on campus. | Sep 2022 - Jun 2023 |

Skills

Soft Skills: Leadership, Teamwork, Management, Research, Communication, and Multi-cultural Interactions
Computer Skills: Python, Microsoft Office Suite (Excel, PowerPoint, and Word)
Languages: Arabic (native), English (fluent: reading, writing, & speaking), French (adequate)