

+961 3 000 000

## Name Familyname

Beirut, Lebanon

[name.familyname@lau.edu](mailto:name.familyname@lau.edu)

### EDUCATION

#### Lebanese American University, Beirut, Lebanon

Expected Graduation May 2021

Bachelor of Science in Business with an emphasis in Management

Honors: Placed several times on LAU's Honor List

Cumulative GPA: 3.2/4.0

#### ABC School, Beirut, Lebanon

2016

Lebanese Bacculaureate, Life Science Section

### WORK EXPERIENCE

#### ABC Offshore Company, Beirut, Lebanon

Summer 2019

*Human Resources Intern*

- Performed review of HR bylaws with HR Manager.
- Created an employee opinion survey on company's HR policies.
- Completed a proposal to start company's first day care.

#### ABC Restaurant, Beirut, Lebanon

2016-2018

*Waitress and Hostess*

- Greeted and served customers ensuring customer satisfaction.
- Maintained fast and efficient service to all customers.

### LEADERSHIP ACTIVITIES

#### Lebanese American University, Beirut, Lebanon

- President of Student Council 2019
- Treasurer of Event Planning Club 2018

### COMPUTER SKILLS

Microsoft Word, Excel, PowerPoint, and Access

### LANGUAGES

Fluent in English and Arabic

## Name Familyname

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### EDUCATION

**Lebanese American University, Beirut, Lebanon**

**Expected date of graduation June 2020**

Bachelor of Fine Arts in Graphic Design - Digital Design  
Placed on the distinction list in Spring 2019

### WORK EXPERIENCE

**Lebanese American University, Beirut, Lebanon**

**2017-Present**

*Office of the Dean of Students, Student Assistant*

- Provide administrative support to all office staff members.
- Support in managing the workload and organize student files for archiving purposes.
- Assist during office events including career fairs, orientation activities, and advising periods.

### INTERNSHIPS

**ABC Telecom, Beirut, Lebanon, November-December 2019**

*Marketing Department Intern*

- Supported the marketing team in the design and distribution of marketing material.
- Performed marketing research assignments to enhance the efficiency and quality of services.

**Bank NMN, Beirut, Lebanon, August 2018**

*Intern*

- Undertook a rotational internship across multiple departments in which I was able to enhance my skills.

### COMPUTER SKILLS & LANGUAGES

- Microsoft Office
- AutoCAD, Illustrator, Photoshop, and InDesign.
- Fluent in spoken and written English, French, and Arabic

### INTERESTS & HOBBIES

- Swimming, chess, hiking, and travelling

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Beirut, Lebanon

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## EDUCATION

**Lebanese American University, Beirut, Lebanon** Expected graduation date June 2020  
Bachelor of Science in Computer Science

**National High School, Beirut, Lebanon** 2017  
Lebanese Bacallaureate in General Sciences

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## RELEVANT COURSEWORK

- Computer Networks
- Operating Systems
- Software Engineering
- Digital Systems Design
- Computer Security
- Game Programming

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## INTERNSHIP

**COMP.com, Beirut, Lebanon** Summer 2019  
*Computer Science Intern*

- Supported in improving performance of existing company platforms.
- Assisted the software development team to enhance solutions based on client criteria.
- Researched different technologies and databases relevant to the organization's needs.

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## EXTRACURRICULAR ACTIVITIES

**Lebanese American University, Beirut, Lebanon**

- President of the Computer Science Club, 2018-Present
- Member of the Lebanese Red Cross Club, 2017-Present
- Volunteer in the Beirut Marathon, 2017

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## WORKSHOPS ATTENDED

**Lebanese American University, Beirut, Lebanon**

- Artificial Intelligence and Robots, Fall 2019
- Blockchain and Mobile Applications, Spring 2018

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## COMPUTER SKILLS & LANGUAGES

- C+, PHP, JavaScript
- Microsoft Office
- Fluent in spoken and written Arabic and English

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## HOBBIES & INTERESTS

Ski, football, and travelling

# Name Familyname

Beirut, Lebanon

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## EDUCATION

**Lebanese American University, Beirut, Lebanon**

**June 2020**

Bachelor of Science in Computer Science & Minor in Mathematics

CGPA: 3.5/4.0

New Academy School, Beirut, Lebanon

2017

Lebanese Baccalaureate, Graduated with high distinction

## INTERNSHIPS

**Company XYZ, Clemenceau, Beirut**

**June-August 2019**

*Programming Intern*

- Assessed performance of specific software solution to ensure they meet customer satisfaction.
- Programmed software and implemented systems.
- Amended website's code and design.
- Installed and updated new software on staff and client computers.

**Bob's Diner Verdun, Beirut**

**June-July 2018**

*Programming Intern*

- Assisted managers in updating the POS.
- Added applications and needed softwares to computers to improve functionality.
- Created training manual material to be used as base for all team members.

## WORKSHOPS

**Lebanese American University, Beirut, Lebanon**

- *Artificial Intelligence and Robots*
- *Blockchain and Mobile Applications*

Fall 2019

Spring 2018

## COMPUTER SKILLS

- Java (RMI, JDBC & Servlets)
- JavaScript
- PERLC/C++

## EXTRACURRICULAR ACTIVITIES

- Active member in the Lebanese American University IT Club
- Campaign Planner for the Youth's movement for a greener Beirut

2018-Present

2018-2019

*References are available upon request*

## Name Familyname

Jal El Dib, Lebanon

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### EDUCATION

**Lebanese American University, Byblos, Lebanon**

**June 2018**

Bachelor of Arts in Communication Arts & Minor in Fine Arts

### WORK EXPERIENCE

**ABC Audiovisual Company, Beirut, Lebanon**

**2018-Present**

Production Assistant

- Assisting the producer in pre-production and post-production process.
- Supervising setup and operation of production equipment.

### INTERNSHIPS

**Production House, Beirut, Lebanon**

**April-May 2018**

Content Editing Department

- Edited website, blog, and communication content to clarify company objectives.
- Collected data and feedback from users to evaluate written data and material.

**ABC Television, Beirut, Lebanon**

**June-September 2017**

- Assisted with the filming of several television ads.
- Handled photo releases mailings to be distributed to the media sources.

### EXTRACURRICULAR ACTIVITIES

**Lebanese American University, Beirut, Lebanon**

- Founder and President of the Cinema Club, 2017-2018
- Member of the Basketball Varsity Team, 2016-2018

### SKILLS

**Computer Skills:** Microsoft Office; Ableton Live; FL Studio.

**Languages:** Fluent in Arabic and English.

**First Name Last Name**  
City, Country  
Mobile: +961 x xxxxxx | Email: @lau.edu

## **EDUCATION**

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**Lebanese American University** August 2017-May 2020  
Bachelor of Science in Mathematics; CGPA: 3.25/4.00  
Enrolled on a full merit and leadership scholarship funded by USAID

### **High School Name**

Lebanese Baccalaureate, Economics & Sociology Section September 2014-June 2017

## **PROFESSIONAL EXPERIENCE**

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**Clemenceau Medical Center** July 2019-August 2019  
Nursing Cooperative Experience

**Lebanese American University Medical Center-Rizk Hospital** July 2018-August 2018  
Nursing Cooperative Experience

- Clinical Intensives in Community Nursing, Psychiatric Nursing, High Acuity and Clinical Capstone

## **LEADERSHIP AND COMMUNITY ENGAGEMENT ACTIVITIES**

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### **Lebanese American University**

- Student Mentor of Scholarship Students August 2018-Present  
Following up on the students' academic and leadership performance
- Active Member in the Nursing Club August 2017-Present  
Organizing several activities and awareness campaigns on campus related to breast cancer, diabetes, child cancer, first aid, mental health, orphan fair etc.

### **Lebanese Nursing Student Association**

- Student Member August 2017-Present

### **Lebanese Association for Democratic Elections (LADE)**

- National Observer during the Parliamentary Elections May 2018

## **WORKSHOPS AND TRAININGS**

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- Inter-Professional Education (IPE)
- Workshops attended:
  - Time Management workshop
  - Communication and Public Speaking workshop
  - Accountability and Responsibility in Lebanon's Public Administration
  - Maharat Min Google Digital Marketing training
  - Money Smart Bootcamp
  - The Power of Diplomacy of LAU Simulation Models

## **SKILLS**

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- **Computer Skills:** Proficient in Microsoft Office (Word, Excel, PowerPoint, Outlook)
- **Languages:** Fluent in English and Arabic