

Nisrine Sawaya

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Education and Professional Development

- McCombs School of Business- University of Texas at Austin
Master of Science – MS, Marketing July 2020 – May 2021
- University of Texas at Austin
College of Natural Sciences, Bachelor of Sciences and Arts in Biology
Business Minor from McCombs School of Business. August 2017 – May 2020

Business and Leadership

University Realty, Inc. - Austin TX

Administrative Assistant

January 2018 – Present

- Assisting with answering phones and emails and working on different daily projects.
- Running applications and writing leases.
- Searching property data and liens.

Foodie Kids – Austin, TX

Food Coordinator and Social Network Manager

February 2016 – September 2017

- Hosting and helping with birthday parties.
- Instructing in cooking camps.
- Handling all company social media accounts.

Texas Royals Spirit Group, University of Texas-Austin, TX

New Member Executive Chair

May 2018- December 2019

- Leading weekly meetings of 30-35 attendees.
- Setting strict deadlines to ensure that requirements are fulfilled.
- Organizing different events including reveal and initiation night

PLUS Facilitator, University of Texas - Austin, TX

Teacher's Assistant

August 2018 – December 2018

- Leading a Cell Biology discussion section.

Research Initiative, University of Texas - Austin, TX

Independent Lab Technician

January 2018 – December 2018

- Experimenting the effect of chemical signals and temperatures on cell growth.

Professional Development and Certificates

- Certificate in Forensic Sciences (*Segment of Bachelor's Degree*) – University of Texas at Austin, May 2020

Campus and Community Engagement

- Texas Royals Spirit Group Member-University of Texas at Austin
- Longhorn Best Buddy Peer Member- University of Texas at Austin.
- Campus Environmental Center Member- University of Texas at Austin.
- Querencia Nursing Home Volunteer.
- Austin Pets Alive Volunteer.
- Peace and Paper Psychology Project Former Volunteer-Austin Community College.

Skills

Languages: Arabic, English and French: Fluently read, written and spoken.

Technical: Microsoft Office Tools, Google Drive, IOS Software, Rent Manager, and DocuSign.