

# 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, RStudio and Rent Manager.