


Saad Salem

 s.salem9339@gmail.com

 Sodeco Square, Beirut

 +96171308086

WORK EXPERIENCE

Editor/Writer/Research Self-Employed

08/2018 - Present,

Achievements/Tasks

- Researched and wrote articles on a variety of topics, including psychology, business, technology, and finance
- Edited and proofread articles for accuracy and clarity, ensuring quality and consistency in the published content
- Adapted writing style to meet the needs of each target audience, resulting in higher engagement and reader satisfaction
- Wrote journal articles to document and disseminate research findings

Researcher & Volunteer LebMash

05/2017 - 08/2019,

Achievements/Tasks

- Collaborated with community partners to develop and implement service projects.
- Prepared and submitted expense reports in a timely manner.
- Provided administrative support.
- Clerical and Administrative duties.
- Utilized a variety of software packages to process and manipulate data

Research Assistant & Secretary Haigazian University

03/2017 - 08/2017

Achievements/Tasks

- Conducted data entry and verification to ensure data accuracy and completeness.
- Resolved data discrepancies and anomalies by performing complex data analysis
- Entered large volumes of data into databases with high accuracy.
- Maintained an up-to-date database of contact information for internal and external parties.
- Prepared and distributed meeting agendas and minutes to keep participants informed and on track

EDUCATION

Psychology, Bachelor of Arts Haigazian University

07/2016,

Graduated with high honors.

SKILLS

Proficient with Microsoft Suite

SPSS - Statistical Analysis

Data Collection/Entry

Administrative

Ability to work in a team

Effective time management

REFERENCES

Dana Kazma, The A Project

dana.kazma93@gmail.com

Reem Ramadan, MyBookshelf Project

rramadan28@gmail.com

Hovsep Deoveltian, Freelance Research

hovdeov@gmail.com

hovdeov@gmail.com

LANGUAGES

English

Native or Bilingual Proficiency

Arabic

Native or Bilingual Proficiency

Certifications

SkillShop Google Analytics (July 2023)

Coursera IBM Data Analyst (Expected February '24)

Hubspot Social Media Strategy (Expected October '23)