

DONIA HARB

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An intellectually curious and driven International Business Management (IBM) graduate with proven leadership and organizational skills. Seeking a meaningful role to begin a career in business.

PERSONAL INFORMATION:

Date of Birth: December 25th, 1999

Nationality: American, Lebanese

Address: Shouf – Mount Lebanon

EDUCATION:

2017 – 2020

Notre Dame University

Zouk Mosbeh, Lebanon

- Bachelor Degree in International Business Management (Academic Recognition: Dean's List)
- Accredited by the New England Commission for Higher Education (NECHE)

2016 – 2017

Marj School

Baakline, Lebanon

- Libanaise Baccalaureate II, Socioeconomic Section

EXPERIENCE:

July 2020 – Sep. 2020

InfoPro SAL

Hamra, Beirut, Lebanon

- Transcribing Interviews
- Desk Research
- Data Collection using computer assisted telephone interviewing (CATI)
- Administrative duties
- Conduct in-depth interviews

SOCIAL ACTIVITIES:

Aug. 2018 – Present

Local Volunteer Manager

Lebanese Red Cross

- Create recruitment campaigns
- Contact head of municipals and related entities for advertisement campaigns
- Setting appointments and arranging meetings with potential candidates

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| Oct. 2016 – Present
Lebanon | Lebanese Red Cross – Emergency Medical Sector | Bakaata, Mount |
| | <ul style="list-style-type: none"> - Team Leader as of June 8, 2020 - First Aid Training - Peer Support Training - Local Volunteer Management Training | |
| Oct. 2015 – March 2016 | GC LAU MUN Advisor | Beirut, Lebanon |
| | <ul style="list-style-type: none"> - Supervising delegates - Training delegates for final conferences | |
| Oct. 2014 – March 2015 | GC LAU MUN Delegate | Beirut, Lebanon |
| | <ul style="list-style-type: none"> - Learned United Nation’s rules of procedure - Caucusing and resolution writing - Knowledge and skill training (Open debate and stimulation exercises) | |

CERTIFICATIONS AND WORKSHOPS:

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|------------------|---|------------------------|
| Aug. 2019 | ‘Get Hired’ Summer Boot Camp
BLOM BANK Training Center | Beirut, Lebanon |
| | <ul style="list-style-type: none"> - Exploring the job market dynamics - Enhancing communication skills - Leading a team | |

SKILLS:

Microsoft Office (Word, Power Point, Excel, Outlook)
SPSS

REFERENCES:

Available upon request.