

Eve Kazan
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Summary of Qualifications:

- Work cooperatively with others
- Work independently with little direction
- Meet schedules and time lines
- Maintain routine records and prepare reports
- Quick learner
- Fluently write and speak Arabic, English and French
- Intermediate skills with a variety of analytical tools including Microsoft Word, Excel and Power point

Education:

BA degree in Finance and Banking, Holy Spirit University of Kaslik, graduated in July 2015.

Program coursework

- 54 credits, minor courses, including Financial accounting I and II, Mathematics of Finance, Macroeconomics, Financial analysis, Financial management, Statistics and General Probabilities.
- 24 credits, major courses, related to finance and banking
- including Banking and Finance, Taxation, Corporate Finance, Financial Markets, Company Valuation, and financial Engineering

Special projects

- Business planning project called “The Golden Years Club”, which needed very specified feasibility study Market Analysis, Industry Analysis, management and Marketing Analysis and Financial Analysis.

Work and Volunteer Experience:

- Trainee, Byblos Bank, Jbeil branch, July 2015, learned basic tasks in a bank from teller position to personal banker, learned cash deposits and withdrawals, how to fix cash to cash, how to open a new account, and the procedure for taking any kind of loans.
- Private lessons, October 2014- Present, giving school students lessons in all the required subjects (Math, English, French, Arabic and Science) and motivated students to perform at a high academic level.
- Hostess, November 2014- Present, hosted different events at Sibelle Agency, Vikki’s events, and Jessy’s events.

Social Engagements:

- Summer Camp Assistant, summer 2010- 2011- 2012, “Church Saydet al Najat” Jbeil.

Awards:

- Got a certificate by attending the “stock-track with Thomson Reuters Markets Academy”, participated in course on the week of 14th April, 2014.