

# ZEINAB MOHAMAD OTHMAN

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## EDUCATION

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<b>American University of Beirut</b> , Beirut, Lebanon	September 2014- July 2017
BA in Business Administration	
<b>Beirut Baptist School</b> , Beirut, Lebanon	September 2002- June 2014
Baccalaureate in Life Science	

## EXPERIENCE

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<b>United Nations / ESCWA</b>	February 2018 – May 2018
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### Research Assistant

- Executed extensive desk research and compiled, analyzed, summarized, and presented data on specific project related topics;
- Executed extensive research on laws and regulations adopted in the Arab countries related to unemployment and future plans;
- Contributed substantively to technical material especially those related to frontier technologies;
- Prepared PowerPoint presentations for meetings;
- Worked efficiently on the preparation of a high level forum;
- Drafted meeting concept notes and terms of reference;
- Assisted in the implementation of projects, including monitoring status of activities, taking essential action to ensure project documents are completed and submitting documents punctually to relevant parties;
- Translated technical and non-technical material back and forth between Arabic and English.

### United Nations / ESCWA

August 2017 – January 2018

### Admin & Research Assistant Intern

- Assisted with duties related to the production of publications related to entrepreneurship and the startup ecosystem;
- Organized, maintained and updated website content;
- Attended project meetings and prepared reports, and presentations;
- Assisted in administrative duties such as following up on payments, minutes of meeting, attendance sheet, ensuring accuracy in up to date information and data entry to ensure accuracy;
- Assisted in expert group meetings;
- Translated technical and non-technical material back and forth between Arabic and English;
- Coordinated with a new intern and guided her through some data collection procedures, under the supervision of my teammates and supervisor.

### Baalbaki Chemical Industries

May– September 2016

### Financial& Marketing Intern

- Assisted in month-end financial reports;
- Posted journal entries, data entry and Credit Checks;
- Assisted with audits and Balance sheet reconciliation;
- Supported with accounts receivable, payable and bank statement reconciliation;
- Performed marketing analysis and research on competition and assisted in organizing marketing events.

### First National Bank

January 2017

### Rotational Intern

- Provided account services to customers by receiving deposits and loan payments; cashing checks; issuing saving withdrawals;
- Provided high level customer service and assisted in promoting the bank's services;
- Understood standard banking transactions and Assessed and reviewed financial circumstances.

### AmidEast

June 2015 – August 2015

### Customer Service Intern

- Managed incoming calls and customer service inquires;
- Assisted visitors' inquires, complaints or problems and supported students while applying for exams.
- Proctored students during their exam;
- Performed other administrative tasks such as data entry.

## VOLUNTEER EXPERIENCE

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**AUB Outdoors-** Sub Team Leader in the Safety Team (for 2 years)  
**Business Student Society-** Member in Marketing Team (for 2 years)  
**AUB graduation ceremony-** Volunteer  
**Injaz Lebanon-** HR Team Leader (for 1 year)  
**Lebanese Red Cross-** First Aid Kit

**Dirasati-** Volunteer  
**Migrant Community Center-** English Teacher

## **KEY SKILLS & STRENGTHS**

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**Languages:** Fluent in Arabic and English. Moderate knowledge in French

**Computer:** MatLab, C++ Program, Microsoft Office (Word, Excel, PowerPoint, Access, Information system, project)

**Soft:** Strong work ethic, positive attitude, Problem Solving skills, Leadership, Time management abilities

**Hobbies:** Basketball, Reading, Tennis, Modeling, Belly Dancing