**ZEINA RAEF EL HAJJAR**

Beirut, Lebanon 961-71158028 hajjarzena@gmail.com

**Summary**

* Proficient in Microsoft Word, Excel, and PowerPoint.
* Fluent in English, Arabic, and French.
* Excellent communication skills as well as problem solving skills.

**Education**

**Master of Science in financial risk management** Sept 2018 till present

Notre Dame University

* achieved a GPA of 3.7/4

**Bachelor of Business Administrative, banking and finance** Sept 2014 to Dec 2017

Notre Dame University

* achieved a GPA of 3.3/4
* financed 10% of tuition fees through work study grant, assistant in the students’ affairs office
* competed in a stock exchange game with Blom bank

**Experience**

**Cashier**  Jan 2018 to Sept 2018

Al Hajjar Ekhwan

* organized the foundation's accounts
* ordered merchandise from suppliers
* examined the delivered goods

**Intern**  July 2017 to Aug 2017

Banque du Liban –Beirut, Lebanon

* worked in groups with students from other universities
* established a virtual company
* analyzed the impact of economic indicators on currencies

**References**

* Available upon request