

Amira Aziz

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EDUCATION

- Jun 2020 **The American University in Cairo, Bachelor of Arts**
- Majors (2): History and Economics [GPA 3.2/4.0]
- Jun 2019 **University of California, Los Angeles, Summer Abroad**
- Coursework: US foreign policy, Monetary policy and central banking
- Jun 2016 **Saint Fatima Language School, Thanawiya Amma**

WORK EXPERIENCE

- Jun 2020 - Present **Recruitment Specialist**
American Language Schools
- Analyze and assess organization impact via turnover rate and internal/external hires
- Conduct assessments and phone interviews for entry, middle and senior positions
- Coordinate and organize employment events
- Utilize online recruitment services to attract applicants
- Sept 2019 - May 2020 **Research Assistant**
Mass Communication Department, AUC
- Researched media coverage and the history of philanthropy in Egypt and the region
- Interviewed 30 women and men on their engagement in philanthropy in Egypt
- Selected to present research and findings at a conference
- Sept 2018 - May 2019 **Research Analyst**
Economics Department, AUC
- Evaluated and analyzed statistics and macroeconomic indicators for Egypt and Syria
- Prepared cash flow analysis and calculations of debt service and coverage
- Investigated and identified potential lending liabilities via financial performance and credit risk in lending to companies
- Jun 2018 - Jul 2018 **Banking Operations Trainee**
Egyptian Banking Institute
- Analyzed, alongside a mentor, the functions and operations of bank departments
- Learned about banking department operations

EXTRACURRICULAR ACTIVITIES

- Jun 2018 - Dec 2019 **Public Relations Committee Member**
Volunteers in Action, AUC
- Contacted 5 potential media sponsors to cover events
- Organized over 150 Ramadan packs for the poor
- Feb 2018 - May 2018 **Awareness Campaign Head**
Help Club, AUC
- Managed and motivated a team of 10 during brainstorming sessions for a campaign
- Created and implemented an effective time line for the campaign
- Oversaw and delegated tasks to all members prior and during the campaign

COMPUTER AND LANGUAGE SKILLS

- Basic knowledge of SPSS
- Fluent in Arabic (native) and English; Fair knowledge of German