

Nada Bouker

nadabouker@hotmail.fr / +216 58 894 040

Passionate Business student with a strong background in optimization and communication. Hoping to leverage the leadership skills I acquired through my international experiences to drive motivation and growth in the workplace. Keen to boost my professional experience while learning in a thriving environment.

EDUCATION

Tunis Business School

Bachelor of Science in Business Administration

Majoring in Business Analysis with a minor in International Political Economy

El Mourouj, Tunisia
Expected June 2021

Southeast Missouri State University in Cape Girardeau

Field of Study: Business Administration

Recipient of Thomas Jefferson Scholarship Program, US Department of State

Cape Girardeau, Missouri, USA
August 2018- May 2019

University of Applied Sciences in Ludwigshafen

Field of Study: Business Administration

Recipient of ERASMUS+ mobility exchange scholarship program, European Union

Ludwigshafen am Rhein, Germany
March 2018- July 2018

EXPERIENCE

Catapult Creative House

Intern

Cape Girardeau, Missouri, USA
January 2019- May 2019

- Worked alongside the operations team and the Entrepreneurship task force at Southeast Missouri State University to develop programs connecting the university with Junior Achievement, the Federal Reserve Bank of St. Louis, the Entrepreneurship Living learning community, The Redhawk CEOs, and other tasks assigned by Catapult and the Entrepreneurship Task Force.
- Managed Catapult Creative House's social media while working on the marketing and promotion of our events.

Ticaline- Call center

Sales advisor

Sousse, Tunisia
July 2017- August 2017

- Assisted a senior call operator and 15 co-working sales advisors in the sale and telemarketing of products such as house thermal insulation, house solar panels ...etc.
- Conducted surveys to check eligibility of customers to benefit from the French national social program of 1 euro thermal insulation.
- Achieved B2C telesales to over 50 prospective customers in the span of 30 days and attained personal highest score of 6 sales per day.

BTK- Banque Tuniso-koweïtienne

Summer intern

Sousse, Tunisia
June 2017-July 2017

- Worked in multiple capacities within the bank; cashier, loan officer, financial manager.etc.
- Assisted the cashier in currency exchange transactions, money deposits and withdrawals.
- Helped loan officers in reviewing customer loan files; verifying customers' eligibility for different loan types.
- Worked with bank manager to verify financial documents, such as monthly balance sheets, before sending them to headquarters or central bank.

ATLAS Future Leaders-TBS chapter

Secretary General

El Mourouj, Tunisia
October 2016- March 2018

- Managed a club with 70 members to organize conferences and fundraisers to finance the 5 departments' needs.
- Represented the organization during external community events such as the partnership between ATLAS (Association Tunisienne pour le Leadership, L'Auto-developpement, et la Solidarité) and TIKA (Turkish Cooperation and Coordination Agency).
- Created yearly action plans and sent monthly updates to the ATLAS organization president and regional coordinator.
- Took meeting minutes and ensured their availability for the public.

Maseer- TBS

Vice President- Responsible for logistics

El Mourouj, Tunisia
2018

- Insured the smooth running of events from a logistics' perspective..
- Managed a team of 30 university students to organize events on and off campus.
- Organized soft skills training sessions for my department's members
- Coordinated with board members to achieve club's mission; narrowing the gap between University life and professional life.
- Developed quarterly progress reports to be sent to Maseer Organization.

SKILLS AND INVOLVEMENT

INFORMATION TECHNOLOGY

- Microsoft Office
- Python

LANGUAGE

- Arabic (Native)
- French (Fluent)

INVOLVEMENT:

- Certificate of outstanding volunteer service by the US Department of State for achieving over 100 hours of community service.
- Recipient of Youth Exchange and Study (YES) Scholarship Program, US Department of State.

- Prezi
- R

- English (Fluent)
- German (Proficient)