

# Nada Bouker

[nadabouker@hotmail.fr](mailto: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.

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- English (Fluent)
- German (Proficient)