



SARA EL KHOURY

Jounieh, Lebanon · 76-184634

Email · sara.elkhoury03@gmail.com

As a responsible and dedicated person in the working area, my objective is to seek a challenging job that enables me to utilize my strengths, skills and creativity. My hardworking nature, good communication skills, and professional attitude will lead me to learn more and come up with success in each delivered task.

EXPERIENCE

SEPT. 2017 – PRESENT

SPANISH/ ENGLISH PRIVATE TUTOR FREELANCE

Private tutoring of both languages, grammar and oral skills from Level 0. Sessions of 1 hour and a half.

AUG. 2017 – JUL 2018

ASSISTANT OPERATIONS MANAGER- OFFICE MANAGER- CATALOGUER,
TRIARC SAL. (BEIRUT- LEBANON)

Responsible of assisting the General Manager and Operations Manager in organizing, planning and implementing strategies to increase the productivity.

MAY 2017- JUL. 2017

HOSPITALITY (WAITRESS), DA PEPINO KIOSK (SICILY, ITALY)

EDUCATION

2013- 2017

BACHELOR IN BUSINESS AND MANAGEMENT – LOGISTICS AND MARKETING, UNITEC – UNIVERSIDAD TECNOLÓGICA DEL CENTRO

VALENCIA- VENEZUELA.

2012- 2014

INTEGRAL TEACHER TRAINING COURSE FOR SPANISH LANGUAGE, UC –
UNIVERSIDAD DE CARABOBO
VALENCIA- VENEZUELA

TECHNICAL SKILLS

- MS OFFICE
- ADOBE READER

PERSONAL SKILLS

- PUBLIC SPEAKING
- COMMUNICATION SKILLS
- PERSUASION
- PRESENTING

LANGUAGES

- Spanish: Mother tongue
- English: Proficient
- Arabic: Working Knowledge
- Italian: Currently studying