

Rita SALAMEH

Highway Street, Yazbeck 15 block B Bldg., Mansourieh, Lebanon

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PROFESSIONAL EXPERIENCE

02/10/2017 - 18/01/2018	AMERICAN UNIVERSITY OF SCIENCE AND TECHNOLOGY	BEIRUT - LEBANON
	HR- Student Assistant	
01/06/2017 - 21/09/2017	PRINTANIA PALACE HOTEL	BROUMMANA - LEBANON
	Receptionist	
	<ul style="list-style-type: none">- Assign rooms for reservations- Check-in guests- Check-out guests- Attend to guest's requests- Introduce guests to the hotel and all its facilities	
27/09/2016 - 12/01/2017	AMERICAN UNIVERSITY OF SCIENCE AND TECHNOLOGY	BEIRUT - LEBANON
	Student Assistant	
	<ul style="list-style-type: none">- Arrange student and teacher files- Classify different sections- Distribute vouchers- Record absences- Report classes	
24/06/2014 - Till Date	LUXURIOUS SERVICES	BEIRUT - LEBANON
	Waitress and Hostess	
	<ul style="list-style-type: none">- Serve guests with beverages and food- Greet guests- Help guests to find their seating- Escort guests	

EDUCATION

On-Going	AMERICAN UNIVERSITY OF SCIENCE & TECHNOLOGY Business - Hospitality Management - BS-On going	LEBANON
July 2015	BEIRUT BAPTIST SCHOOL (BBS) Socio-Economics - SE - Bac 2	LEBANON

CERTIFICATIONS

2017	MERIT OF PARTICIPATION - Horeca
2013	FIRST AID CERTIFIACATE - Red Cross

ACTIVITIES

2000 - 2016	Mouvement de Jeunesse Orthodox
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PERSONAL

Languages	Arabic: Native Language ; English: Full Professional Proficiency ; French: Limited Working Proficiency Other Languages: Spanish
Computer Skills	Word: Advanced ; Excel: Novice ; PowerPoint: Advanced ; Outlook: Intermediate Other Computer Skills: Photoshop; ServeMe Reservation Program; HMS System (Hospitality Management System); Micros OPERA
Nationality	Lebanese
Gender	Female
Date of Birth	25/03/1997
Interests	Reading ; Swimming ; Cooking ; Organizing
Driving License	Yes
Car Availability	Yes