

Joe Sawaya

Achrafieh – 71 711 343 – Joe.t.sawaya@gmail.com

PERSONAL STATEMENT

I am seeking a job related to my major in business and management where I can exercise my knowledge and be an added value to the position and the company at the same time for a win-win situation.

EDUCATION

- 2018 - Present
Université Saint-Joseph – Masters in business (Evening classes).
- 2015 – 2018
Université Saint Joseph - BA in Business and Management.
- 2000-2015
Maison Centrale Achrafieh – Lebanese Baccalaureate in Sociology and Economics

PROFESSIONAL EXPERIENCE

- December 2018 – Juin 2019
Career and placement office USJ – Recruitment assistant and finance coordinator.
- February 2017 – March 2018
Fit District – Gym Instructor and Personal Trainer.
- July 2017- September 2017
Administrative Intern.
- January 2015 – Present
Freelance Personal Trainer.

PERSONAL SKILLS AND STRENGTH

- **LANGUAGES**
Arabic (Fluent)
French (Fluent)
English (Fluent)
- **DIGITAL SKILLS**
Microsoft Office Programs.

- **ORGANIZATIONAL & MANAGERIAL SKILLS AND STRENGTHS.**
Leadership, Patience, Work under pressure, Detail oriented, Teamwork, Communication Skills, Endurance, Time Management
- **HOBIES AND INTERESTS**
Fitness, Outdoor Activities, Music, Cinema.

CERTIFICATES & TRAININGS

- 2019 – Career and Placement Office – USJ – Certification for participation in the following workshops:
Communication skills
Self-awareness
- 2018 - Certified Resistance Training Specialist (RTS).
- 2018- Lasa Academy - Certified First Aid, CPR and AED
- 2017 – Inspire Fitness Academy - Certified Functional Training (TRX - Battling Rope – Mobility and Self Myofascial Release – Functional Bags).
- 2016 – SGT KEN – Certified Boot Camp Instructor.
- 2015 – IFPA - Certified Personal Trainer.

REFERENCES AND DOCUMENTS ARE AVAILABLE UPON REQUEST

March 22nd, 2019