

# LARA ABOU CHAKRA

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## PERSONAL INFORMATION

- Gender: Female
- Nationality: Lebanese
- Date of Birth: 26 September, 2000
- Full name: Lara Adel Abou Chakra

## EDUCATION

2018

**HIGH SCHOOL DEGREE**, BAYSOUR OFFICIAL SECONDARY SCHOOL

3.0 GPA, 1220 SAT, recognition in official exams, outstanding achievement award granted by the school for academic performance.

## EXPERIENCE

SUMMER 2016 – 2017

**TRAINEE – SHOP MANAGER ASSISTANT**, K37 TECHNO TRADE

- Data entry
- Invoicing
- Filing
- Stock control
- Phone operator and customer service

CURRENTLY

**MANAGER ASSISTANT / RECEPTION**, PER LA LUNA BEATY ZONE

- Manage employees, and direct shifts accordingly
- Handle cash, and credit card payments from customers
- Ensure pricing is correct
- Resolve customer complaints, guide them and provide relevant information
- Pleasantly deal with customers to ensure satisfaction
- Phone operator

## SKILLS

- Computer skills: word, outlook, power point and excel
- Able to handle complex tasks
- Research skills
- trilingual: fluent at Arabic and English; basic French
- Quick at learning new tasks

## ACTIVITIES

- Participated in **Model United Nations – Lebanese American University (2017)** which is an academic activity in which students are trained in public speaking, debating, and work on furthering their research skills, writing abilities, critical thinking, as well as teamwork and leadership skills.
- Member of **Bi2aman organization**, an environmental and social organization in **Rweisit Elballout - Mount Lebanon**, established in 2012 whose main target is spreading environmental awareness among residents of local communities through organizing hiking trips and reforestation campaigns as well as organizing workshops and seminars on garbage sorting and other environmental issues, with special emphasis on the participation of kids, young men and women as well as house wives.