

LÉA IBRAHIM

RAS EL NABEH, OMAR BIN KHATTAB, MAZRAA BUILDING.
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DOB: 15/09/1996

ABOUT ME

I have a thirst to learn and develop my professional skills. My background and the institutions I've attended have helped me develop my social skills, a professional attitude, and shaped me into a well-rounded person that works well in groups and under pressure.

QUALIFICATIONS

Bachelors in Sociology and Anthropology, 2014-2017.
Université Saint Joseph of Beirut, Faculty of Human Sciences.

Primary, secondary and high school, French Baccalaureate (specialized in Literature and advanced English). 2004-2014: Lycée Français Jules Verne, Johannesburg, South Africa.

Primary studies Beirut, Lebanon, 2000- 2004.
Lycée Franco-Libanais Elite.

SKILLS

Languages: Arabic, French, English.

Hobbies: Research, Humanitarian work, Sports, Trends.

Microsoft Office: Excel, PowerPoint, Word.

SUPPLEMENTARY INFORMATION

Co-founder of Ta3a Sob El Fan. Winner team of Peer to peer: Challenging Extremism Online 2017.
Head of Public Relations and Research Department.
Lebanon- Washington D.C.

President of the Faculty's Student Council committee November 2016- June 2017.
Faculty of Human Sciences, Université Saint Joseph.

Field work with the Iraqi Chaldeans living in Baouchrieh, May-July 2015. Lebanon.

Member of the « Interact Club », 2011-2012:
Lycée Français Jules Verne, Johannesburg, South Africa.

Chief director/Journalist, Babel Journal, 2012- 2014.
Lycée Français Jules Verne, Johannesburg, South Africa.

WORK EXPERIENCE

Care International, Badaro, Lebanon (Internship)
May 2019- Present

Front desk manager/ Event coordinator, Dance by Lyne Gandour
November 2018 - February 2019

- Greet guests and provide information.
- Ensure that the front desk is neat, presentable and equipped with necessary supplies
- Remind clients of their payment and create daily sales reports.
- Answer all client questions and incoming calls
- Maintain records and files.

TALACO
February 2018 - September 2018

- CTO Assistant, TECFRAC.
- Retail operations.
- Customer service representative.
- Sales Advisor, Macrooom.

Business development coordinator (PR), Metropolitan Defense and Security Solutions S.A.L (MDS)
August 2017 - November 2017

- Researching organizations and individuals online to identify new leads.
- Contacting potential clients via email or phone to establish rapport and set up meetings.
- Attending conferences, meetings.
- Preparing PowerPoint presentations.

Human Resources Assistant, Metropolitan Security
September 2016 - November 2016

- Creating and distributing documents.
- Serving as a point of contact with benefit vendors/administrators.
- Maintaining computer system by updating and entering data.
- Compiling reports and spreadsheets and preparing spreadsheets.