

LISA A. DAOU

Place & Date of Birth: Montreal Canada, 23rd of December 1992

Nationality: Canadian – Lebanese

Marital Status: Single

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Objective:

I am seeking employment where I can maximize my years of experience and use my talents to excel in this field with hard work and perseverance.

I want to be part of the success in an environment of growth and excellence.

What I am looking for is a position that will enable me to use my strong organizational skills where I can maximize my program development and training skills.

Education:

2014-2016: Master's degree in Management and International Marketing (Antonine University).

2010-2013: Bachelor's degree in Banking and finance (Antonine University).

Experience:

- Department Coordinator at Saint Joseph University: January 2019 - Present.
 - Accounting and finance of projects.
 - Preparation and writing of reports.
 - Contact with local communities and public administrations.
 - Develop excellent research, writing, communication and organizational skills.
 - Follow up on citations, documents (Scopus, Research gate).
 - Devising and maintaining office systems, including data management and filing.
 - Arranging travel, Visas, Accommodations for the manager.
 - Carrying out specific projects and research.
 - Responsibility for accounts and budgets.
 - Being involved in decision-making processes.
 - Taking on some of the manager's responsibilities and working more closely with management.
 - Liaising with clients, suppliers and other staff.

- Sales/Accounting at Mezher Steel Structure: September 2016 - October 2018.
 - Selling products to customers.
 - Maintaining positive business relationships to ensure future sales.
 - Greet customers and ascertain what each customer wants or needs.
 - Performing tasks such as counting money.
 - Keeping track of all payments including payment notes, purchase orders, invoices, statement of account, Receipt.
 - Responsible of important documents for Bangladesh/Syrian workers such as Residence permit, Passport, Insurance ...

- Publishing and Billing Officer at Dynagraph: April 2016 - July 2016.
 - Assisting clients and managers with various tasks.
 - Working on special projects.
 - Maintaining relationships with clients in the area of publishing.
 - Assisting in production of various administrative reports.

- Administrative Assistant at Foyer Mar Rouhana: November 2013 - December 2015.
 - Handle administrative requests and queries.
 - Answer and direct phone calls.

- CSR at Alfa telecommunications: January 2013 - September 2013.
 - Open and maintain customer accounts by recording account information.
 - Resolve service problems by clarifying the customer's complaint.
 - Determining the cause of the problem and explaining the best solution to solve it.
 - Follow communication procedures and guidelines.
 - Resolve customer complaints via phone.

- Training period at Byblos Bank: September 2012.

- Monitrice at « Jeunes amis du sport » - Baabda: Summer 2010.
 - Responsible for the safety of students from arrival to departure.
 - Encourage students to participate in oral communication and other activities.
 - Animate small groups of two to 10 students.
- Lifeguard at Waves: Summer 2009.
- Lifeguard at Cap sur ville: Summer 2008.

Computer Knowledge:

Microsoft Word.

Microsoft Power point.

Microsoft Excel.

Languages:

Arabic: Native language.

English: Fluent in reading, writing and speaking.

French: Fluent in reading, writing and speaking.

Professional skills:

- Willingness to learn
- Good communication skills.
- Decision-making.
- Self-motivation.
- Ability to work under pressure.
- Time Management.
- Positive attitude.
- Teamwork.

Hobbies:

Swimming, Dancing.