

Faten Abdallah

Assistant Manager and Data Annotator | Executive Administrator

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Summary

Multilingual administrative executive with over 15 years of experience in various fields. Specialties include administration, interpersonal communication & solid negotiation skills. A reliable and innovative professional recognized for dealing with all types of clients and known for her attention to detail. I have decided to apply to this position to grow and enhance my skills while helping the organization reach its goals and expand its functional business capacity.

Core Competencies

Leadership, Administration, Filing, Dispatching, Office administration, MS office applications, Business administration, Status reports, Follow up, Negotiation and Problem Solving.

Work Experience

- **Administration and Support Functions**

- **AI Data Annotator and Assistant Manager** Beirut, Lebanon – Aug 2020 - Present
Edge3 Technologies - Arizona
 - Reviewing real-time data and manually labeling certain features to support the headquarters team in the US in alerting customer contacts
 - Identify and annotate objects within video frames, providing labels and bounding boxes to train models in object detection
 - Identify and categorize facial expression and body language to annotate emotional state such as drowsiness, and severe drowsiness using computer vision techniques and machine learning models
 - Identify subtle and brief microexpressions, which can convey concealed emotions or reactions.
 - Appointed as senior representative playing a pivotal role in the business by preparing daily reports to be submitted to the management as well as helping for the recruitment process
- **Executive Administrator** Shuwaikh Industrial, Kuwait – Sep 2014 - Nov 2017
Spaces and Concepts General Trading & Contracting W.L.L.
 - Handled logistics, catering, agendas and travel arrangements for meetings & event planning for the board of directors and CEO
 - Managed CEO's external contacts while keeping track of periodic communication much need for priority contacts
 - Prepared internal memos and external correspondence for senior management after revision of documentation to eliminate possible errors
 - Managed and optimized operations across three key departments: Logistics, Project Management, and Showroom with Warehouse
 - Orchestrated end-to-end project cycles through effective pipeline management in the Project Managers department while implementing proactive client follow ups, insuring high satisfaction levels and project success.

- **Lighting Project Management**

- **Project Manager**

Al Ahmadi, Kuwait – Nov 2017 - Mar 2019

- Alghanim International General Trading & Contracting Co. W.L.L.**

- Achieved the minimum turnover as per the company's policy that specifies the average profit margin set
 - Consulted with clients to determine their preferred and overall design goals that helped in specifying the products and materials to meet the objectives
 - Coordinated with the design, contractors, technical and vendors related teams to discuss and resolve any technical issue that might arise

- **Sales Representative**

- **Senior Sales Executive**

Beirut, Lebanon – Jan 2014 - Sep 2014

- Fashion Next Door S.A.L (The Slowear Store)**

- Outperformed revenue targets by reaching \$ 10k in monthly sales by applying cross-selling and upselling sales techniques
 - Analyzed market trends that helped in developing marketing and sales methods which best attracted and gaining new customers
 - Monitored staff's performance and updated the store's database as part of the administrative work handled

- **Sales Manager**

Beirut, Lebanon – Dec 2009 - Jan 2014

- Luxury Clothing Company S.A.L**

- Increased sales when focusing on target goal that generated an annual turnover of \$ 150k by stressing on customer centricity and service satisfaction
 - Reviewed frequently the performance of the boutique and increased the work efficiency by changing the process to eliminate time consuming operations

- **Sales Supervisor**

Beirut, Lebanon – Jul 2007 - Oct 2009

- Middle East Luxury Group Fashion S.A.L**

- Monitored employees (attendance, shifts, approvals on leaves) and maintained compliance of internal control policies
 - Coordinated with vendors to receive merchandise and reducing expenses by 50% by negotiating contracts
 - Increased sales up to 95% by advising, promoting and suggesting products to clients that built loyal customer relationships

- **Sales Associate**

Beirut, Lebanon – May 2002 - Jun 2007

- Aishti, Tony Salame Group "TSG" Holding S.A.L**

- Greeted and listened to clients' needs to ensure quality customer service
 - Followed up with previous customers to suggest new products to increase sales

- **Translator and Transcriptionist – Freelancer**

May 2011 - May 2022

- Accurately transcribed audio recordings into written text, ensuring precision and attention to detail.
 - Translated online video and television media by providing subtitles
 - Written and spoken content from English to Arabic preserving the original meaning and context and checking for proper spelling, grammar and punctuation.

Education

- **Lebanese University** | 2014
Bachelor of Art in Public Relation and Advertising
- **Currently Exploring Opportunities for Further Education in AI**

Volunteering & Leadership Experience

- ***Monitoring and Evaluation specialist***
LOYAC Lebanon Sep 2022 – Oct 2022
 - Worked as a M&E volunteer at Kayani for the Palestinian Females Project
 - Prepared spread sheets and evaluation tables and templates for both participants (Palestinian women and children) and educators to evaluate the teaching process and follow up on each participant's attendance
- ***Community Volunteer***
 - *Foodblessed* - NGO Jul 2021 - Aug 2021
 - 1) Reduced food wastage while redistributing the items to low-income households
 - 2) Sorted food samples and packaged dozens of packs with a diverse of food samples in a well-organized mechanism of the packaging process
 - *Ayadina* - NGO Aug 2020 - Aug 2021
 - 1) Supported the direction with video archiving, managing and preserving files with contents from previous year's celebrations and activities held outside and inside the association that have great value
 - 2) Helped with the packaging and the distribution of cooked food at the association to be delivered to the less fortunate seniors on a weekly basis
 - *DAFA Campaign* - NGO Oct 2020 - Oct 2021
 - Sorted food portions and clothes in a warehouse allowing to provide help to a greater number of families in need with winter clothes, toys, electronics, food, etc., through donations distributed to needy organizations and families all over Lebanon

Trainings and Certificates

- "Pharmacoeconomics" and "AI Motakhasisa" for Recruitment Workshop at Riviera Hotel
- "KSA International Hospitals Doctors Recruitment" and "AI Motakhasisa" for Recruitment Workshop at Four Seasons Hotel
- Writing Professional Emails in English Georgia Institute of Technology - Coursera

Skills & Strengths

Languages: Proficient in Arabic, English, French and Spanish (both written and spoken)

Digital skills: Office (Word, Excel, PowerPoint, Outlook, OneNote, Access & Teams), Slack, Zoom.