

# Nadine El-Khechen

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**OBJECTIVE:** Obtain a job in a reputable organization that will enable me to develop my technical and interpersonal skills and help me build up my career path.

## **EXPERIENCE:**

- ***Joefish, Beirut – Community Management, April 21<sup>st</sup>, 2018 to June 21<sup>st</sup>, 2019***

Responsibilities:

- Preparing Content Calendars for various accounts
- Posting and scheduling ads for social media platforms: Facebook and Instagram
- Boosting posts through Facebook Ad Manager
- Moderating for various accounts

- ***Haigazian University, Beirut - Junior Purchasing Agent, November 1<sup>st</sup>, 2016 to November 8<sup>th</sup>, 2017***

Responsibilities:

- Process purchase request
- Contacting vendors upon the approved vendor list
- Contacting prospect vendors
- Preparing purchase orders from requisition forms to send to vendors
- Following up on purchase orders
- Processing invoices, purchase orders, requisitions with receiving orders to send to the Accounting Department

- ***Atlantis The Palm, Dubai – Rooms Department, June 29<sup>th</sup> to July 22<sup>nd</sup>, 2014***

Responsibilities:

- Administrative work
- Greeting guests and escorting them to the reception desk and hotel rooms
- Concierge activities; helping guests with questions, informing them about city tours and activities within the hotel also making restaurant reservations
- Mediating with guests and hotel employees when language conflict occurred

## **EDUCATION:**

- ***Haigazian University, B.S in Business Administration and Emphasis in Hospitality Management, June 2015***
- ***Dubai International School, High School Diploma, 2010***

## **HONORS:**

- ***Dean's List*** for Fall 2013-14 and Spring 2013-14 for attaining a GPA of 3.5 and 3.4 respectively

## **VOLUNTEER WORK:**

- Volunteer at the ***Children's Cancer Center Beirut, Lebanon*** on Spring 2011  
Related Courses: Community Service
- Business development contribution for ***Kchag*** during the years 2014- 2015

## **SKILLS:**

- **Languages:** Arabic (Native competence), English (Good), Armenian (Spoken only)
- **Computer literate:** Microsoft Office (Excel, Word, Power Point)  
Adobe (Photoshop, Illustrator, InDesign)