



PROFILE

I am Ghinwa Tohme, 31 years old ,a trustworthy honest individual who does her job fully professionally. I am a fast learner and I can work with a team and be a leader. I take advice and comments seriously to improve my skills and take it positively.

OBJECTIVE

My short term objective will be focused on excelling and learning as much as i can to be able to meet our customer needs and have them completely satisfied with our services. That would allow me to achieve my long term objective which is to be a leader in your organization, who leads for the benefit of the group not individual.

EXPERIENCE

- SEO Content Writer at Yawmiyati (2019)
- News Editor at Sayidaty.Net (2018)
- Sales at Moms & Babies (2017)
- News Editor at Addiyar (2017)
- News Writer at Al Maghareb (2015-2016)
- Secretary at Issam Chehade Clinic (2012)

Private Tutor, Beirut — 2007-2010

-Middle School Tutor

-Volunteer in Community Project (War of July 2006 in Lebanon)

EDUCATION

Saint Joseph University, Beirut — Bachelor in Administrative and Political Sciences, 2011

SKILLS

• Computer Skills

-Knowledgeable in Microsoft Word

-Familiar with Microsoft Excel

• Languages

-Fluent in Arabic ,French & English