

Joe Youssef Hayek

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PROFESSIONAL EXPERIENCE

TOUMA DEVELOPMENT, SARL

Project Coordinator

2014 – Present

Beirut, Lebanon

- Snobiz, Fresh Healthy Café, and Cantina Socaile are a division of Touma Development.
- Coordinated and assisted with project planning and implementation, including pre and post planning preparations, including meetings, project documentation, PPT, and reporting.
- Maintained open communication and regular contacts with clients, service providers, suppliers, government and staff to ensure plain level field for optimal service performance and quality.
- Coordinated and monitored the overall process of projects/initiatives launches, deliveries and closure to ensure effective, consistent and timely delivery of outputs.

KBS, SAL

Sales Manager

2013 – 2014

Beirut, Lebanon

- KBS provides security equipment solutions for apartments, hotels, businesses, and embassies in the MENA region.
- Oversaw commercial account sales ranging from \$20,000 to \$200,000 as well as residential orders.
- Managed and led a team of sales, technicians and a support staff. Worked in a multicultural setting.
- Developed, managed and maintained a solid working relationship with international suppliers' i.e: Grundig and Qihan CCTV, ADV Alarm Security, Meitrack GPS Trackers, Promatic, Cruzor Pro, Dolphin Technology, and LeaDex.

Micro Center

Warehouse Associate

2012 - 2013

Duluth, Georgia

- Micro Center has 25 computer department stores in 16 states.
- Processed incoming and outgoing shipments
- Maintained inventory controls and stock counts
- Replenished merchandise to the sales floor
- Prepared online orders for pickup
- Assisted customers and performed carry-in/-out

UNHCR, the United Nations High Commission for Refugees

File Review Team – Intern

2012

Beirut, Lebanon

- Analyzed residual cases and recommended appropriate solutions
- Counseled refugees on their legal status
- Attended and translated NGO meetings

UNFPA, United Nations Population Fund

Regional Research Assistant – Intern

2009 – 2010

Amman, Jordan

- Assisted Regional Adviser in preparing power-point presentations
- Prepared summary reports
- Co-ordinate meetings
- Prepared agenda and background notes
- Conducted daily news monitoring
- Conducted online research for communication and population trends

EDUCATION

2019-Present	Online MBA, Master of Business Administration, Andrews University, Berrien Springs, Michigan, USA
2010-2013	B.A. in Political Science, concentration in International Relations, Georgia Gwinnett College / University of Georgia System, Lawrenceville, GA
2007-2010	A.A. in Political Science, Georgia Perimeter College / University of Georgia System, Dunwoody, GA