

# Rola El Hage

Mobile Number: +961 70613814  
Lebanese/Panamanian/Colombian

Email: rolaelhage@gmail.com  
Single – 25 years old

## SUMMARY / OBJECTIVE

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As I have experienced living in two different continents and I speak three of the most used languages worldwide, for that I trust that my multicultural personality, and educational experiences can be an asset to your company. My objective is to secure a challenging position in a reputable organization that would allow me to apply the knowledge I gained through my university studies and provide me with the necessary tools to develop my career and progress in a way that serves both the organization and myself.

## EDUCATION

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June 2017	<b>Lebanese American University</b> Bachelor of Science in Interior Design	<b>Beirut, Lebanon</b>
June 2016	<b>Lebanese American University</b> Bachelor of Science in Business Management	<b>Beirut, Lebanon</b>
June 2011	<b>Rawdah High School</b> Baccalaureate in Economics & Sociology	<b>Beirut, Lebanon</b>

## WORK EXPERIENCE

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Dec 2018- March 2019	<b>Bankers Assurance</b> <i>Insurance Consultant - Sales Department</i> <ul style="list-style-type: none"><li>Assisting in monitoring the existing portfolios via the payment process, the after sales servicing dues and the policy renewals via an efficient after sales service</li><li>Designing and implementing effective marketing strategies to new and existing customer</li><li>Customize insurance policies to suit each individual client</li></ul>	<b>Beirut, Lebanon</b>
Jun 2018- Aug 2018	<b>Golden Tulip Galleria Hotel</b> <i>Administrative Coordinator - Executive Office Department Trainee</i> <ul style="list-style-type: none"><li>Assisted in managing the hotel's Social Media and E-commerce</li><li>Provided historical reference by developing and utilizing filing and retrieval systems</li><li>Assisted in planning special events and the commercial area management</li><li>Completed projects by assigning and communicating with other departments</li></ul>	<b>Beirut, Lebanon</b>
Jun 2014- Jul 2014	<b>Importadora Bolivar (Import/Export)</b> <i>Management and Sales Department Trainee</i> <ul style="list-style-type: none"><li>Supported the inventory management function</li><li>Assisted new product development</li><li>Made sure all products are up to standards</li><li>Successfully increased the employees' efficiency by creating a well suitable environment</li></ul>	<b>Colon, Panama</b>

## SKILLS AND COMPETENCIES

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- AutoCAD 2D & 3D, Sketchup, Adobe Illustrator, Adobe Photoshop, MS Excel, MS Word, MS PowerPoint
- Creative, passionate, and hard worker
- Good communication skills
- Excellent organization skills
- Responsible and committed

## WORKSHOPS

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December 2018	<b>Sales Training Workshop, Bankers Assurance</b>
June 2017	<b>Fashion and Luxury Marketing, ESMOD BEIRUT International Fashion Education Group</b>
May 2017	<b>Theoretical and Technical Themes for Design Sequence in Domestic Spaces, Lebanese American University</b>
November 2016	<b>Rendering &amp; 3D Extensive Workshop – CAD Tools, Lebanese American University</b>
August 2014	<b>Brand Management Workshop, La Riviera Panama</b>

## LANGUAGES

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- Fluent in English (Written & Spoken)
- Fluent in Spanish (Written & Spoken)
- Fluent in Arabic (Written & Spoken)