

# S/A

# SAFAA SOPHIE ABDUL HAK

## Resume

### CONTACT

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- 🏠 : Choueifat, Lebanon

### FOLLOW ME

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### PERSONAL SKILLS

- Communication  
95%
- Ability To Work Under Pressure  
65%
- Decision Making  
85%
- Time Management  
50%
- Conflict Resolution  
40%
- Leadership  
60%
- Adaptability  
60%

### PROFILE

I am self-motivated fresh graduate with minimal experience in the field of study, however, am seeking to develop more extensive experience.

### EXPERIENCE

#### SUMMER CAMP MONITOR

SABIS / Choueifat 2018 - 2019

Organized and lead a variety of small and large group activities, identified and responded to camper behavior issues, ensured that site is kept clean, organized, and free of litter, communicated with parents about participants experiences and reported concerns to camp leader, and was able to implement emergency procedures associated with camp program.

#### ALUMNI COORDINATOR ASSISTANT

SABIS / Choueifat 2018

Assisted managing logistics for alumni events, prepared association's balance sheets and income statements, handled petty cash, acquired, reported and recorded updates on alumni profiles and database, assisted in event management, ticket sales, and organizing events, as well as reunions and fundraising. Wrote and edited articles for biannual newsletter and handled and updated social media platforms.

#### INTERNSHIP

Peak Performance Co. LLC / Choueifat 2018

Filed paperwork, organized and scheduled appointments, and answered and directed phone calls.

#### SALES AGENT

Allianz SNA / Hazmieh 2017

Maintained and developed relationships with customers, acquired potential customers and businesses, promoted products and services, and reviewed sales performance.

#### AFTER-SCHOOL TUTOR

Choueifat, Lebanon 2011 - 2016

Worked with students to improve their skills, prepare lessons, assign and correct homework, evaluate students progress and discuss the results,

#### WAITRESS

Gabriella Pizza / Melbourne, Australia 2007 - 2014

Served customers, answered the phone and took orders, received payments by cash and card, counted money in cash drawers, sent out and checked up on deliveries

### PROFESSIONAL SKILLS

- |   |   |
|---|---|
| ■ Statistical Analysis<br>95% <div></div> | ■ Writing experience<br>95% <div></div> |
| ■ Strategic Planning<br>65% <div></div>   | ■ Account Management<br>65% <div></div> |
| ■ Computer Skills<br>85% <div></div>      | ■ Team Leader<br>85% <div></div>        |

# S/A

## INTERESTS

CINEMA

PAINTING

SWIMMING

TRAVEL

SPORTS

## WRITTEN

### ■ English

99%

### ■ Arabic

45%

### ■ French

50%

## SPOKEN

### ■ English

99%

### ■ Arabic

85%

### ■ French

50%

## EDUCATION

### BA - BUSINESS MANAGEMENT

Notre Dame University / May 2018

With emphasis on Human Resource Management

### FRESHMAN PROGRAM

Notre Dame University / 2013 -2014

Equivalent to Lebanese Baccalaureate

### HIGH SCHOOL

Lebanese American School / June 2013

International Program

# Safaa Abdul Hak