

Pascale Maroun El Helou

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OBJECTIVE

Seeking a full-time vacancy at your esteemed organization where I can deploy my strong education and experience which I have gathered along the years. I am hoping for a challenging position which will grant me the chance to reveal my potential and allow me to contribute innovatively and successfully.

EDUCATION

From 10/2015 to Present	Art, Sciences and Technology University (AUL) BS in Graphic Design Expected Graduation: Jan 2020.	Beirut, Lebanon
From 10/2001 to 07/2015	Saint Coeur-Jezzine Lebanese Baccalaureate, Sociology and Economics: Official in 2015	Jezzine, Lebanon

EXPERIENCES

From 06/2018 to Present	MOUAWAD GROUP Position Held: Receptionist <ul style="list-style-type: none">• Welcoming the visitors in a professional manner.• Answering phone calls, taking appointments, and organize the company schedule visitors• Scanning documents, sending requested faxes.	Beirut, Lebanon
From 07/2019 till 08/2019	ARAGO SARL Position Held: Graphic designer (Internship) <ul style="list-style-type: none">• Create new ideas for the required project as logo and design.• Modify old projects in new ideas in order to have a perfect new project.	Beirut, Lebanon
From 10/2017 to 05/2018	MUSTER SARL Position Held: Administrative Officer <ul style="list-style-type: none">• Managed and controlled activities of the office, and monitoring inventory and ordering goods when needed.• Monthly reporting to Business Owner Billing, invoices, receipts collection and filing.• Respond to complaints from customers and give support when requested.• Maintaining and checking the insurance contracts concerning each vehicle.• Contribute the processing in money collection, receipts, and following up on accounts by updating information, invoices, and payments.	Beirut, Lebanon
From 09/2015 to 09/2017	Haddad Law Office Position held: Assistant Manager <ul style="list-style-type: none">• Processing management policies inside the law office.• Following up with the lawyers in order to finalize correctly the schedules of meetings.• Dealing with clients on a daily basis in order to know the problems, and transfer it to the legal department.• Handle the office purchases (printers, scanners, papers, office supplies...), quotations, PO, payment terms, signatures...	Beirut, Lebanon

From 06/2015 to 09/2015

Wesley's Wholesale

Beirut, Lebanon

Position held: Cashier

- Handling a portfolio consisting more than 200 items in a POS system.
- Supervising and coordinating the field activities of the payment (welcoming the clients, directing the clients to our shop, collecting data for each client, and send them messages later for each new arrival).

From 06/2014 to 10/2014

Pace E Luce

Beirut, Lebanon

Position held: Receptionist/ Cashier

- Welcoming the clients in a professional way.
- Take appointments and make the schedules with hair dressers and makeup artists on a daily basis.
- Use the POS system to enter each paid transaction (each service) presented by the shop to the clients.

SUMMARY SKILLS

COMPUTER SKILLS: Adobe Illustrator, Adobe Photoshop, Adobe InDesign, Adobe Flash, Adobe After Effects, Adobe Dreamweaver, Adobe Muse, HTML, MS Word, Excel, PowerPoint, Internet use, etc...

LANGUAGES: Fluent in English, Arabic and French (writing, reading and speaking).

SOFT SKILLS: Communication, Time Management, Organizational, Management, Public Speaking, etc...

INTERESTS AND HOBBIES

- Sports: Swimming, Dancing...
- Social: Family oriented environments.

REFERENCES

Available upon request