

Dekwaneh
Beirut – Lebanon
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Patricia E. KARAM

OBJECTIVE:

To obtain a Senior Management position servicing the needs of the company & customers with my experience proficiency.

PROFESSIONAL EXPERIENCE:

[Apr 16 – May 18]

Amana International Holding

Executive Personal Assistant
Legal Assistant
Travel Coordinator

[Nov 12 – Feb 15]

Capital Trust Group / The EuroMena Funds

Personal Assistant to Chairman /Executive Assistant
Personal Assistant to the Legal Counsel – Legal Assistant
Office Manager
Travel Coordinator

[May 11 – Nov 12]

Black Box

Office Manager /Administrator

[Oct 09 – Apr 11]

Optimum Holding / Europtima Int'l

Office Manager
Personal Assistant to CEO
Document Controller

[Mar 08 – Aug 09]

Stock Ad

Executive Personal Assistant
Office Manager
Accountant

[Jul 05 - Mar 08]

Turkish Airlines

Executive & Personal Assistant to Regional Manager
Reservation / Ticketing (TROYA)
Handling legal documents
Customer Services (lost & found – refund ...)
THY Station Manager at Beirut Airport

EDUCATION:

- [2007-2008] **Lebanese American University** LAU – Beirut campus
Human Resources Management
- [2006-2007] **Lebanese American University** LAU – Beirut campus
Executive Office Management
- [2000-2004] **Lebanese University** (Human Sciences Faculty)
Clinical Psychology
+ Clinical training at the Cross Psychiatric Hospital
- [-2000] **Notre Dame des Apôtres College**
Lebanese Baccalaureate – Experimental sciences
High + Middle & Elementary School

LANGUAGES PROFICIENCY:

Arabic	full proficiency in speaking, reading and writing
French	full proficiency in speaking, reading and writing
English	full proficiency in speaking, reading and writing
Italian	Good in speaking, reading and writing Istituto Italiano Di Cultura – Year 1

COMPUTER SKILLS:

New Horizons Learning Center: MS (Word – Excel – Power point - Outlook)
Dolphin accounting system

REFERENCES:

Dr. Krikor Ganimian – CFO/HR Manager (EuroMena Funds) – +961 3 789908
Dr. Wassim Heneine – Director (EuroMena Funds) - +961 70 811611
Eng. Lina Kanaan – Project Manager (Optimum) – +961 3 642490