

Pamela Kassouf

Event Coordinator

Highly organized, well-experienced Event Coordinator in planning and managing.



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03 October, 1992 📅

facebook.com/Pamela Kassouf 📘

instagram.com/Pamela T Kassouf 📷

WORK EXPERIENCE

Event Coordinator Arts And Melon

12/2017 – Present

Achievements/Tasks

- Event coordinating, planing, budgeting, on ground coordinator, problem solver

Contact: Mira El Khoury – khouryel.mira@gmail.com

Beirut

Assistant Shop Manager Le 66 Concept Store

10/2015 – 11/2017

Achievements/Tasks

- Team leader, training new joiners, up-selling strategy plan, customer service, selling techniques, handout training

Beirut

Assistant Shop Manager Zadig Et Voltaire

11/2014 – 08/2015

Achievements/Tasks

- Team leader, training new joiners, up-selling strategy plan, customer service

Beirut

Sales Associate ABC Department Store

09/2011 – 10/2014

Achievements/Tasks

- Team leader, training new joiners, customer service

Beirut

EDUCATION

Hospitality And Event Management Notre Dame University

09/2011 – 08/2015

Zouk Mosbeh-Lebanon

SKILLS

Highly organized; detail oriented coordinator, great communication skills, excellent negotiator, budget planning, problem solver, proven ability to maintain composure during high level events.

TRAINING

Falsified Money (05/2011 – 05/2011)

House Keeping-Phoenicia Hotel (05/2012 – 07/2012)

Customer Service (06/2013 – 06/2013)

Selling Technique (08/2015 – 08/2015)

ACHIEVEMENTS

Scout Leader for more than 10 years; helped to organize scout groups for charity and fundraising events. Team leader in retail field. Trainer for new joiners in retail field. Event coordinator for University fund raising events.

LANGUAGES

Arabic
Full Professional Proficiency

English
Full Professional Proficiency

French
Full Professional Proficiency

INTERESTS

Volunteer work

Job-related activities

Traveling