

# Stephanie Kotahalian

Sed el Bauchrieh, Metn, Lebanon

(71) 451 545

15 June 1996

Kotahalian.s@gmail.com

## EDUCATION

USEK-Kaslik

**Masters in Communication and  
Visual Arts**

## Certification and Activities

Volunteer Chieftain in Scouting

Red Cross Certificate

LAU-MUN Certificate

**Lebanese Armenian**

## LANGUAGES

Arabic : Excellent

English : Excellent

Armenian : Very Good

French : Good

## EXPERIENCE

**Artists and More  
November 2018-  
Present**

Assistant CEO, Production Manager,  
Planning and Organizing local and International shows,  
Organizing Teams and Schedules A to Z,  
Responsible for following department protocols for event  
planning

**Admic-BHV  
Senior Sales  
March 2018-  
September 2018**

Sales at Decoration department, Furniture and lighting  
Section, help clients to meet their needs and furnishing  
their house in their preferred mood, following up with  
clients till they receive the ordered items

**Maksoud  
Construction  
February 2017-  
Fe2018**

Customer Service, Administrative Work, Data Entry, Shop  
Drawings

**Maksoud Group  
July 2014-February  
2017**

Administrative Work, Wholesale, Accounting and inventory  
Department

## Education

**Masters in Communication and Visual Arts**

(Online Advertising, New Media, BTL Design, Mobile App-UI/UX)

**USEK-Kaslik  
Present**

**BA in Interior Design  
Al-Kafaat University  
2017**

## SKILLS

- Adobe Illustrator
- Adobe Photoshop
- Adobe InDesign
- Autodesk AutoCAD
- Microsoft Office

- Customer Service  
Oriented
- Strong Analytic Ability
- Excellent attention to  
details
- Positive attitude
- Self Motivated

- Leadership Skills
- Organisational  
Skills
- Excellent  
Communication  
Skills

## REFERENCES

Mr. Anthony Abou Antoun  
CEO-Artists and More  
9613114897  
anthony@artistsandmore.com

Mr. Carlo Maksoud  
Maksoud Group  
9613335340  
info@maksoudgroup.com

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Chef Scout  
9613910159  
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