

WORK EXPERIENCE

Le Coursier Liban

2019

Operations Coordinator

- Assisting with the management of daily operational activities.
- Performing administrative tasks, such as making travel arrangements, answering phones, scheduling meetings, etc.
- Managing office supplies and the maintenance of office equipment.
- Coordinating the proper allocation of human resources.
- Arranging and assisting with the onboarding of new employees.
- Assisting with project management by creating assignments, tracking progress, and resolving issues.
- Managing internal and external stakeholder relations.
- Managing budgets and preparing financial reports for senior management.
- Planning and organizing conferences, events, staff training, and employee engagement activities.
- Preparing and maintaining operations documents and reports.

First National Bank

2017 Internship

Summer Internship

- Answer phone inquiries, direct calls, and provide basic company information; oversee mail deliveries, packages, and couriers
- Perform clerical duties, take memos, maintain files, and organize documents; photocopy, fax, etc. as needed
- Assist in preparing information and research materials; create and maintain PowerPoint presentations
- Take notes and memos during meetings; type documents, drafts, and reports; sort and manage files
- Run general industry related errands
- Manage databases and input information, data, and records
- Research and gather documentation on company position in the industry
- Set up, break down, organize, and maintain conference rooms, training rooms, and meeting rooms; update company calendars
- Attend company functions and networking events
- Shadow multiple office positions and train in a variety of tasks
- Update and post supervised social media and website content; respond to web correspondence, social media posts, and emails

Hope Innovate

Summer

2015 - 2017

Event Coordinator

- Identify the client's requirements and expectations for each event.
- Liaise with vendors, exhibitors, and stakeholders during the event planning process to ensure everything is in order.
- Manage all event set-up, tear down and follow-up processes.
- Maintain event budgets.
- Book venues, entertainers, photographers, and schedule speakers.
- Conduct final inspections on the day of the event to ensure everything adheres to the client's standards.

Learn & Play

Summer

2014 - 2017

Summer Camp Supervisor

- Supervise and ensure the safety and overall well-being of the children as well as part time summer staff at all times, being alert of the needs and/or problems of the individual and as a group.
- Set-up of activities for the day, including watching, monitoring and communicating and additional special set-up, cleaning or maintenance needs to the Recreation Supervisor.
- Handles all substitute requests of camp staff (finding the alternative staff as needed) while also copying or notifying Recreation Supervisor in all requests.
- Plans and conducts staff meetings prior to camp beginning, throughout the program, and after the program ends if needed.

EDUCATION

Lebanese University

2015 - 2018

Public Relations & Advertising

Composition and Research skills

Media Planning & Audience Analysis

Rhetoric & Persuasion

Media Management

Lycee Amal Kabbara Chaarani School

2014 - 2015

Lebanese Baccalaureate Degree

Part 2 Economics and Sociology Section

SKILLS

Project Management

- Ability to Work under Pressure
- Decision Making
- Self-motivation
- Conflict Resolution
- Leadership
- Adaptability
- Creativity
- Problem Solving
- Communication

Time Management

- Computer and Internet Skills
- Written and Verbal Communication
- Organizational Skills
- Multi-tasking
- Quick Learner
- Able to Build Relationships
- Flexible
- Responsible
- Team Work