



# Joe Henri El Baalbaki

## Curriculum Vitae

### CONTACT

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Address Zgharta, Lebanon

### LANGUAGES

Arabic Native, Advanced  
English Advanced  
French Advanced

### SKILLS

Technical Computer; Microsoft Office, Omega, Social Media, Al-Bayanat  
Personal Time management, Attention to detail, Organization, Integrity, Teamwork

### EDUCATION

Bachelor of Business Administration:  
Accounting and Auditing

Antonine University, Mejdlaya  
2014 – 2019

Lebanese Baccalaureate: Sociology and  
Economics

College de la Salle, Kfaryachite  
2012 – 2013

### INTERNSHIP

Accountant and Auditor

Safi for Accounting and Auditing, Tripoli  
April 2016 – September 2016

### CERTIFICATIONS

Protecting Human Research Participants

The National Institutes of Health: Office  
of Extramural Research, web-based  
March 2018

## EXPERIENCE

### Assistant Manager

McDonald's, Rabieh

April 2019 – October 2019

Supervising crews and shift leaders

Coordinating staff training with crew trainers

Handling HR issues as they arise, including disciplinary write-ups

Conducting crew meetings as needed to discuss operations procedures and promotions

Conducting weekly inventories

Controlling payroll to meet company labor cost standards

Maintaining the highest standards in quality, service, and cleanliness with a constant focus on profitability

Supporting management team and General Manager in their operational decisions

Maintaining building and equipment via proper operating, cleaning, and preventive maintenance procedures

Assuming responsibility for cash for all shifts, including bank deposits and ensuring that all cash procedures are properly adhered

Ensuring that all sanitation, safety and security policies and procedures are observed and enforced

### Accountant

B&B, Zgharta

January 2014 – March 2019

### Field Worker

Misuse of Psychoactive Prescription Drugs among University Students in Lebanon: Opportunity to Explore the Patterns of the Use, and Correlates for Better Informed Policy and Practice - American University of Beirut (Investigator: Dr. Liliane Ghandour)

March 2018 - May 2018; September 2018 - November 2018

### Cashier and Cook

Classic Burger Joint, Zgharta

July 2017 – January 2018

Assistant Manager

Boro's, Zgharta

October 2013 – June 2017

Merchandiser

Delta Trading, Koura

January 2012 – December 2012