

## Serena Sarkis

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### OBJECTIVE

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Looking for a full time, part-time job or an internship in your prestigious company

### EDUCATION

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10/16 to 06/19	<b>Lebanese Canadian University</b> Bachelor in Journalism and Communication Graduated with honors	Beirut, Lebanon
09/2001 to 06/16	<b>College Saint Joseph – Antoura</b> Lebanese Baccalaureate in Literature and Humanities	Beirut, Lebanon

### EXPERIENCE

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01/19 to 05/19	<b>Annahar Newspaper</b> <b>Position Held: Intern</b> <ul style="list-style-type: none"><li>• Learning how to edit news</li><li>• Translating news from Arabic to English</li><li>• Reporting</li></ul>	Beirut, Lebanon
10/15 to 07/16	<b>AB Sarkis Restaurant</b> <b>Position Held: Manager</b> <ul style="list-style-type: none"><li>• Processed customer payment</li><li>• Inquired about customers experience</li><li>• Answered telephone calls for reservation and delivery</li></ul>	Beirut, Lebanon

### PROJECT ACCOMPLISHED

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09/14 to 03/15	<b>GCLAUMUN</b> Position Paper Award	Beirut, Lebanon
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### SUMMARY SKILLS

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**Computer Skills:** MS Word, Excel, PowerPoint.

**Languages:** Fluent in Arabic, English, French and Italian (Speaking & Writing)

**Research Skills:** Interviewing, Documenting, Collecting Data, Creating Surveys

**Soft Skills:** Leadership, Communication, Team-Building, Organizational Management, Public Speaking, Use of Social Media