

**Celine Charbel Aoun**  
Dayshounieh, Metn  
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Email: [aounceline@outlook.com](mailto:aounceline@outlook.com)

**Personal Information:**

Date of Birth: August 27, 1996  
Place of Birth: Lebanon, Beirut  
Nationality: Lebanese  
Gender: Female

**Professional Experience:**

**Librex Group – Zalka**

✦ **February 2020 – Present: Events & Executive Sales Promoter**

- In Contact with International Distributors
- Recognize, analyze, and solve problems and issues
- Coordinate event logistics including hotel accommodations, food & beverage service, and meeting room setup (Locally and Internationally)
- Handle event billing, payment of invoices, and financial closure
- Schedule facilities and services
- Daily facts and daily standings of distributors across the globe
- Handling and bidding with suppliers locally and internationally
- Social Media and Online Monitoring

**AJA Group – Antelias**

✦ **December 2019 – February 2020: Logistics Officer**

- Coordinate and Track daily shipments
- Analyze supply chain systems
- Ensure accountable, timely and cost-effective release of peacekeeping cargos along with personnel.

**Artists and More Entertainment– Antelias, Mezher**

✦ **May 2018 – January 2020: Event Organizer**

- Identify client's requirements and expectations for each event
- Cooperate with Vendors, Sponsors and stakeholders during the event process to ensure everything is in order
- Guide international artists from across the globe
- Took part in major events such as AUB outdoors, Candy Fest world tour and Frozen City
- Ensure smooth entertainment during the event
- Contribute in team effort by accomplishing related results as needed

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**Crazy Events Lebanon- Antelias, Mezher**

- ✦ **June 2018 – August 2019: Event coordinator**
  - Identify client's requirements and expectations for each event
  - Cooperate with Vendors, Sponsors and stakeholders during the event process to ensure everything is in order
  - Guide local animators for family celebrations
  - Ensure smooth entertainment during the event
  - Contribute in team effort by accomplishing related results as needed.

**Freelance – Lebanon, Beirut**

- ✦ **August 2019: Event Organizer**
  - Working with clients to identify their needs and ensure customer's satisfaction
  - Planning, design and producing within time limits
  - Organizing and manage all event operations such as décor, catering, entertainment, transportation, location, invitee list, special guests, etc.
  - Contributing in team effort by accomplishing related results as needed
  - Conducting market research, gather information and negotiate contracts prior to closing any deals
  - Ensuring compliance with insurance, legal, health and safety obligations
  - Specifying staff requirements and coordinate their activity
  - Conducting pre and post event evaluations and report on outcomes
  - Conducting final inspections on the day of the event to ensure everything adheres to the client's standards
  - Maintain overall expenses and event budgets.

**Internship – GTS, Lebanon**

- ✦ **June – August 2018: Freight Forwarder**
  - Client relationship management
  - Providing effective feedback to clients
  - Acting as a middle person between seller and buyer
  - Arranging the logistics for all import/export shipments
  - Focusing on the movement of goods from one place to the other.

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**Education:**

Fall 2015-Spring 2019

- ✦ Bachelors in Distribution and Logistics Management at Notre Dame University-Zouk Mousbeh (Accredited by NECHE)

June 2015

- ✦ Adventists School Network- Grade 12, Life Science- Baouchrieh

**Skills:**

Communication skills (English – Spoken and Written, Arabic- Spoken)  
Ability to adapt quickly to new professional environment  
Ability to meet given deadlines  
Ability to work in teams using the professional team spirit  
Time management and organizational skills  
Sales skills and ability to build productive business relationships  
Computer Skills: Microsoft and Excel office, Gantt Chart, SPSS and NAV Microsoft

**Additional Information:**

Hobbies: Exercising, Running and Professional Skier  
Personal Interests: Reading and watching about the Business globe News, Technology and Innovations  
Volunteering at Skiing Society-Monitoring  
Volunteering at Student Union Club, NDU

**References:**

Available upon request