



Elissa FARAH

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Nationality Lebanese
Languages Arabic (mother tongue), French (mother tongue), English (fluent)
Spanish (Intermediate)

EDUCATION

Glion Institute of Higher Education, Switzerland August 2016 onwards
Bachelor of Business Administration in Hospitality Management with International Event Management
Grand Lycée Franco-Libanais, Beirut, Lebanon September 2003 - May 2016
French Baccalaureate

WORK EXPERIENCE

Phoenicia Hotel, Beirut, Lebanon July 2018- September 2018
Marketing department

- Took care of the emails
- Worked on projects with the team
- Took care of the Spa's social media

Hôtel Plaza Athénée, Paris, France August 2017 - January 2018
Receptionist

- Took care of check-ins and check-outs
- Operated with Micros, Opera and Safflok
- Assisted clients during their stay
- Took care of the assignments of rooms to clients during walk ins
- Answered all internal and external phone calls

TRAINING

Glion Institute of Higher Education, Switzerland August 2016 - December 2016
Applied Learning

- 4 weeks of Service
- 4 weeks of Kitchen Practical
- 4 weeks of Housekeeping
- 4 weeks of Front Office

COMPETENCIES

Computer: Microsoft Office
Social media applications

Travel
Basketball (4 years), Ping Pong (4 years)
Piano (since childhood) and singing (since childhood)
Member of the scouts of Lebanon (6 years)

PERSONAL DETAILS

Current address: GIHE, Rue de l'Ondine, 1630 Bulle, Switzerland
Permanent address: Beirut, Hazmieh, Brasilia, La Callas building, 2nd floor, Lebanon
Date of Birth: 23-08-1998
