

Valentina Salim Hayek

23/04/1997: 23 years old

Zouk Mosbeh- Street 72 (2nd floor, Jaabour&Jaalouk building)

Tel: 00961 70 560 878

Email: Valentina.hayek23@gmail.com



Objective: Seeking a challenging career that provides opportunity to capitalize my skills and abilities.

Strengths:

I am mostly known by being energetic, flexible and working effectively with others.

Professional experience:

2019 Training in a creative boutique agency – Phenomena Beirut

Missions: Research, knowledge about the advertising strategy and process, events, client servicing, meetings.

2018 Training in HR department at Liban Cables-Nahr Ibrahim

Missions:

- Guidelines, Presentation
- Interview Database, Medical Database
- Filing and E-filing

2017 Training at Central Bank- Jounieh

Missions: Basic knowledge about banking transaction and finance

Others professional experience:

2016-2018	SMK- Zouk Mosbeh (Sales)
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Education:

2015-2019	Economie et Gestion – Commerce, Vente et Marketing Lebanese University-ISSAE- le CNAM
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2015	BAC 2 Socio- Economics Collège Notre Dame de Louaize
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IT skills:

Microsoft word, Microsoft excel, Power point presentation.

Languages:

Arabic (mother tongue), English and French: Speaking, Reading and Writing

Hobbies and interests:

Hiking, Rugby, Camping, Volleyball, Photography.

Community involvement and additional courses:

9 years member of: SDL, Groupe animation sportive- Zouk Mikael – 1 year Assistant

-Certificate of principal course from Red Cross

-75h of volunteer service in the association S.M.I.L.E together

References:

Available Upon Request.