



Rhea Germanos

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Seeking an opportunity where experience in staffing, employee relations, project management, and superior communication skills will enhance overall strategic plan and direction of an organization.

» EDUCATION

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|---|--|------------------|
| - | American University of Science and Technology | 2014-2019 |
| | Bachelor degree in Human Resources | |
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» EXPERIENCE

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| ✚ | Retail Admin Support, Stepture for general trading
Erbil, Iraq | 08/2020 – 11/2020 |
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Responsibilities:

- In charge of Faces and Swarovski stores
- Conduct training to employees
- Social Media and Marketing
- Manager for both stores
- Payroll of the employees
- Minutes of meeting

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| ✚ | Cashier Supervisor, ABC SAL, Beirut Lebanon | 06/2018 – 04/2020 |
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Responsibilities:

- Assist customers in the in-store check-out process
- Collecting payment and giving appropriate change
- Providing the best customer service according to ABC high standards.

 **Sales Executive, Mayolas Future Maman, Dbayeh, Lebanon** **07/2017 – 05/2018**

Responsibilities:

- Managing Sales Staff
- Guide and motivate the sales team
- Making sure that the target is achieved
- Making sure that the inventory is well prepared

 **Personal Assistant, Vanessa Ghossoub, Jdeideh, Lebanon** **12/2015 – 07/2017**

Responsibilities:

- Scheduling of meetings
- Answering phone calls
- Writing emails

 **Supervisor, Malik's Bookshop, City Mall, Lebanon** **06/2013 – 06/2015**

Responsibilities:

- Accepting payments
- Making sure that the customers are getting their orders right
- Helping with the branch inventory
- Ensuring all prices and quantities are accurate

ADDITIONAL SKILLS:

Microsoft Office package: Microsoft Word, Excel, Access Adobe Photoshop, Illustrator

REFERENCES:

References available on request

