

Gassia Nazareth Samuelian

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BA in Business Administration - Haigazian University



Objective

As a strong believer that every person can achieve whatever they desire, regardless of educational, familial, and societal backgrounds, given the right amount of care and focus on the appropriate aspects of deficiency, I see it as my duty to not only give back to the community, but also to help others, who much like me, can excel in their academic interests if provided adequate intellectual and personal nurture.

Education

- First year MBA candidate at the American University of Armenia
- Bachelor's degree in Business Administration from Haigazian University - Lebanon (September 2012-January 2017)
- Graduate of M & H Arslanian College with double baccalaureate - Lebanon (Lebanese Baccalaureate in Sociology and Economics & French Baccalaureate in Humanities)

Work Experience

March 2020 – January 2021 Administrative Assistant ARGA Eurosteel LLC

- Attended meetings to record minutes.
- Performed general office clerk duties and errands.
- Oversaw and followed up on the workflow of different departments.
- Filed and retrieved corporate documents, records, and reports.
- Worked closely with the marketing department and managed ARGAs social media accounts.

December 2018-Present Social Media Manager Homenetmen Antelias Club

- Day to day management of social media posts.
- Generate, edit, publish, and share engaging content that aligns with the organization's goals.
- Oversee social media accounts' design.
- Communicate with followers, respond to queries in a timely manner and monitor customer reviews.

December 2019-March 2020 Operations Manager On Your Way to Beirut

- Built strong relationships by addressing customer issues and complaints in a timely manner.
- Reviewed and approved all operational invoices and ensured they are submitted for payment.
- Communicate any changes in the order or delivery date to relevant parties.
- Followed up on interruptions to the order.
- Assisted in the development of strategic plans for operational activity.

April 2017-December 2019 Current Account Employee CreditBank SAL Headquarter

- Controlled and rectified credit card, educational, and business loan contracts signed by customers, after making sure that it complies with the Loan Officer's approval.

- Entered customer and account data from source documents.
- Set credit card & business loan limits lower than 100 000 USD.
- Prepared daily reports for the Current Accounts department and weekly reports for the Central Bank of Lebanon.
- Filed & classified all the legal papers to protect the privacy of the clients.

September 2016-January 2017

Sales assistant

Monsoon Accessorize

- Greeted, advised, and assisted customers to help them find what they need.
- Ensured the stock level of clothes and accessories are well maintained.
- Collected cash & credit payments.
- Prepared daily financial reports to the retail store.

January 2014-September 2016

Administrative assistant

ASCO Coffee Mill

- Responded to general inquiries (email, telephone, or face to face).
- Prepared and filed various reports, invoices, and bank checks.
- Ensured the stock level of the machines.
- Carried out administrative duties such as filing, typing, copying, binding, scanning.

September 2018-January 2020

Private tutor for two students

- Identifying their learning needs and working with them closely.
- Prepared lessons, assigned and corrected homeworks.
- Evaluated students' progress and discussed the results with their parents.

Awards

- Employee of the month Award in recognition for achieving the holiday season's sales target. (Monsoon Accessorize 2016)
- President's reception award in recognition for leadership development in my field and community. (Haigazian University 2017)
- Student athlete of the year in recognition for the significant contribution to the team season with a high level of commitment. (Haigazian University-2017)

Nonprofit boards

- Scout Leader at Homenetmen Antelias Scout movement for girls between the age of 8-11 (September 2013-February 2020)
- Basketball player at Homenetmen Antelias Women's first division team.
- Team captain of Haigazian University Women's basketball team (September 2012-April 2017)
- Member of the Heritage Club at Haigazian University. (September 2012-April 2017)

Personal Data

- Date of birth: November 9, 1994
- Place of birth: Lebanon, Beirut
- Marital Status: Single
- Nationalities: Lebanese and Armenian
- Spoken Languages: Armenian, English, Arabic & French