

Maria Jabra

Contact

Beirut, Lebanon
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Languages

Fluent in Arabic, English, and French

Soft Skills

Strong communication, negotiation and time management skills.

Computer Skills

Microsoft office: word, excel
PowerPoint

Objective

Highly driven recent business school graduate seeking a full-time position where I can lend my knowledge of market analytics to help your organization improve profitability.

Experience

Internship - Quality Control officer | 2021

Chedid Capital Holding - Beirut, Lebanon

- *Conducted claim file audit reviews.*
- *Provided feedback on claim quality audit results and make recommendations for improvements.*
- *Assisted the Claims management team to assess the need for, and create specific Quality Control training for staff, adjusters and vendors within the claims department.*

Coordinator

Lebanese Young Talent - NGO | 2019 - 2021

- *Coordinated complete organizational and management tasks that support the efforts of a variety of projects, campaigns or events.*
- *Assisted in funding students who are not able to pursue their education.*
- *Conducted financial support to respond to the emergency situation in Beirut.*
- *Contributed in basic assistance to the people affected by the blast.*

Customer Service and Sales Executive | 2018 - 2020

Performance First - Beirut, Lebanon

- *Supported customers by providing helpful information, answering questions, and responding to complaints.*
- *Helped ensure that customers are satisfied with products, services, and features.*
- *Advertising and selling company's products by identifying leads, educating prospects on products through calls, trainings, and presentations.*
- *Attracting potential customers by answering product and service questions and suggesting information about other services.*

Internship | 2019

Bank of Beirut - *Beirut, Lebanon*

- *Acquired an overview of the bank's different functions as well as through coverage of behavioral topics.*
- *Accepted deposits and proceed account withdrawals.*
- *Served the bank's customer with their daily money requirement.*
- *Prepared and examine financial records.*

Education

Bachelor's degree in Business Administration | 2020

Antonine University, *Beirut Lebanon*

Baccalaureate degree in Economic and Sociology | 2017

College Notre dame de la deliverance, *Beirut Lebanon*

Trainings

Inclusive Leadership: The Power of Workplace Diversity, *University of Colorado System* | 2021

Fraud Awareness (MENA), *Thomson Reuters* | 2021

Financial Crime (Middle East), *The CISI* | 2021

Maharat min Google fundamentals of Digital Marketing, *Google* | 2021

The Ethics and Compliance Essentials, *Thomson Reuters* | 2021

Strategy of Content Marketing, *University Of California* | 2021

Volunteering

Hiring Success Support at Jobs for Lebanon | 2021 – Present

- *Use job baselines to attract, hire, and keep top talent.*
- *Easily shortlist top candidates and conduct better interviews.*
- *Shorten hiring campaigns and avoid rehiring.*

Volunteer at Lebanese Red Cross | 2016 - 2017

- *Provided relief to victims of disasters.*
- *Organized fundraisers.*
- *Mentored high school and college volunteers.*
- *Took advantage of many events like festivals, national and global days to organize many activities and celebrations.*

Event Planner volunteer at Antonine University | 2017 - 2018

- *Organized different events (music festivals, book fairs, forums...)*

References

Available upon request

