

Razane Janoudi

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Education

University Saint Joseph of Beirut

BACHELOR OF BUSINESS ADMINISTRATION

- Date of graduation, July 2022

Beirut, Lebanon

September 2019-2022

Le Lycée Nationale

SOCIOLOGY & ECONOMICS

- Graduated in 2018

Bchamoun, Mount Lebanon

2004-2018

Experience

Middle East Airlines

MARKETING AND SALES EXECUTIVE (INTERNSHIP)

Beirut, Lebanon

August 2022- Present

American Communication School Beirut (ACS)

SENIOR ASSISTANT

- Planning and organizing weekly theme-based schedules for campers.
- Delivering creative and interactive activities for an average of 15 students, between the age of 6-8 years.
- Providing kids with essential reading, and arithmetic skills.
- Ensuring loving, nurturing, and anti-bullying interactions between the campers.

Beirut, Lebanon

June 2022 – August 2022

Playtown

BIRTHDAY PLANNER / ANIMATOR

- Organizing birthdays indoors and outdoors on requested locations.
- Lead animations and birthdays
- Entertain children
- Communicated with parents of different age types and genders...

Beirut, Lebanon

June 2021 – August 2022

Liban Post

TELESALES EXECUTIVE (INTERNSHIP)

- Sell products and services over the phone
- Contact customers of different ages and backgrounds and answer their inquiries.
- Deal with classifying items inside several departments
- Utilized inbound and outbound calls to manage customer accounts
- Build customer and employee relationships
- Insert data and information collected from customers

Beirut, Lebanon

June 2021 – August 2021

Nov21.LB

OWNER OF ONLINE CLOTHING PAGE

- Develop a brand.
- Upload media, create content and post on social media platforms (Instagram, Facebook, Tiktok)
- Message, contact customers, and answer their inquiries.
- Use Data Base Sheets, Excel for data and customer information.
- Package orders and prepare them.
- Manage supply chains to ensure continuity and maintain margins.

Online, Social Media Platforms

February 2020 – closed 2022

Dent De Lait

SUMMER CAMP TEAM SUPERVISOR

- Managed a group of 30 kids along with a team of 4 people in a four-week program.
- Delivering educational content through innovative ideas, via planning and preparing day-by-day schedules using daily feedback and evaluation.
- Was involved in a variety of activities with children including mealtimes and outings.

Beirut, Lebanon

June 2020 – August 2020

Kidz Mondo

ANIMATOR (BIRTHDAY TEAM)

- Welcomed parents and children of different age types
- Prepared and organized birthday rooms
- Entertained children

Beirut, Lebanon

February 2019 – February 2020

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Toddler's Inn Nursery

SUMMER CAMP MONITOR

Beirut, Lebanon

June 2019 – August 2019

- Took responsibility for overall supervision of campers
- Ensured their wellbeing and safety
- Supervised various parts of the day, including mealtimes, sport activities, crafts, and projects

Languages and Skills

Languages English, Arabic, French, German

Soft Skills Leadership, Communication, Team building, Public Speaking, Marketing, Planning, Negotiating, Organizing

Technical Skills Microsoft Office (Word, PowerPoint, Excel, Outlook, Access Data Base), AutoCAD, 3D Max

EXTRACURRICULAR ACTIVITIES

Rise Up Lebanon

VOLUNTEER

Beirut, Lebanon

September – December 2020

- Went to the small businesses that were affected by Beirut Explosion and offered help and support

Himaya

VOLUNTEER

Beirut, Lebanon

September – December 2020

- I volunteered to spend the day with children, those who were affected by the explosion that hit the capital Beirut

Lebanese Red Cross

VOLUNTEER

Beirut, Lebanon

2016 – 2019

- Organized and participated in many events and workshops with kids and adults
- Volunteered in Youth sector from 2016 till 2019

Al Mabarrat Association

VOLUNTEER

Mount Liban, Lebanon

November – December 2018

- Spent days with children
- Supported them with their needs (clothing, food...)
- Got them gifts
- Took them on outings

Dar Al Yatim

VOLUNTEER

Mount Liban, Lebanon

November – December 2018

- Spent the day with children of specific needs
- Played with them
- Talked and communicated with them