

OBJECTIVE



Seeking an Administrative Assistant position with a company that will allow me to fully utilize my communication, organizational, and problem solving skills; open to new job opportunities.

EXPERIENCE



- **Embassy of Brazil in Beirut**, Zkak El Blat
Administrative Assistant, Cultural Sector
Since Sept 2019
- **Brazil-Lebanon Cultural Center**, Achrafieh
Cultural Sector of the **Embassy of Brazil**
Administrative Assistant
Dec 2016 - Sept 2019
- **Al-Jarida (Kuwait)**, Sin el Fil
Layout design
Sept 2011 - Aug 2013
- **Digital Limits**, Kaslik
Web design
March 2009 - Nov 2010
- **Future TV**, Beirut
Graphic Department
Nov - Dec 2008
- **Born Interactive**, Beirut
Two-month summer internship
Web Design Training
2006

EDUCATION



Lebanese American University (LAU)
B.S. in Graphic Design – Digital Emphasis
Distinguishing List
2003 - 2007

PERSONAL SKILLS



- Ability to work under pressure and as a team to brainstorm ideas
- Energetic, self-motivated with a can-do positive attitude
- Taking care of company's social media (via Facebook, Instagram...)
- Assisting with the organization of events
- Attention to detail and punctual submission
- Ability to work independently in a changing and multitasking environment
- English to Portuguese translation and vice-versa

SKILLS



Adobe Design Softwares, Photography
Word, Excel, PowerPoint
Basic video editing

LANGUAGES



Fluent in English and Arabic
Fair in Portuguese and French

ACCOMPLISHMENTS & VOLUNTEER WORK



- Member of the USJ Choir, directed by Yasmina Sabbah (Lebanon) - Sept 2018/July 2020
- Volunteer at the Empowerment Through Integration (ETI) Life Skills Program for blind and visually impaired youth (Lebanon) - July 2018
- Volunteer at the Children's Cancer Center of Lebanon, CCCL (Lebanon) - 2016/2017
- Completed all 12 levels of the Portuguese Language and Brazilian Culture Course at the Brazil-Lebanon Cultural Center (Lebanon) - 2014/2018
- 1st prize winner of "I Am Nat Geo Photographer" reality TV show
National Geographic Abu Dhabi Channel (UAE) - May/June 2014
Published in National Geographic Arabiya magazine - Oct 2014
- International trip with Beirut Street Photographers, BSP (Nepal) - Aug/Sept 2012

WORKSHOPS



- Online workshop with Patricia Nammour, based on Julia Cameron's book "The Artist's way" - Discovering and recovering your creative self (Lebanon) - Feb/April 2021
- Drama Therapy workshop with Zeina Daccache (Lebanon) - November 2016
- L'Atelier du JE, theater for self improvement workshop (Lebanon) - Oct 2016/June 2017
- Career development process and self-knowledge, Career Coaching (Brazil) - June 2016/March 2017
- Photography Workshop with Samer Mohdad, Photomed Beirut (Lebanon) - Feb 2015
- Fotolstanbul Festival Workshop with Juliana Beasley (Turkey) - October 2014
- Sarajevo Foundry Photojournalism Workshop with Ron Haviv (Bosnia) - July 2013
- Photography Workshop with Thomas Leuthard (Lebanon) - Dec 2011
- Photography Workshop with David Gibson (Lebanon) - Sept 2011
- Profile Intermedia 8 Conference (Germany) - Dec 2005
- Kingston University Workshop (UK) - June 2005
- Benoit Digital Illustration Workshop, LAU (Lebanon) - Fall 2005
- Typo.Graphic.Beirut Conference, LAU (Lebanon) - April 2005