



## MARLY EL. KHOURY

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**Date of Birth:** July 5, 1993

### Languages:

- o Arabic (Native)
- o English (Fluent)
- o French (Fluent)

### Computer Literacy:

- o Dolphin
- o AutoCad
- o Socrate
- o Adobe Illustrator
- o Adobe Photoshop
- o Microsoft Office Suite

### Programming Languages:

- o Python (beginner)

### Hobbies:

- o Reading
- o Hiking
- o Swimming

## EXECUTIVE SUMMARY

A Smart, resourceful and ambitious economics graduate with an extensive understanding of economic theory and its practical implications. I am experienced in undertaking analytical work, research projects and data collection with minimal supervision, and I am eager to learn new skills and expand my knowledge. I am seeking a career in the economic or the financial sector where I can best utilize my abilities and help enhance the corporate objectives of a solid organization.

## PROFESSIONAL SKILLS

- o Identify emerging economic trends and issues, and effectively understand economic relationships.
- o Work in a team environment with multiple priorities and tight deadlines.
- o Conduct a complex research project, collect data, and construct a clear analysis.
- o Ability to communicate complex and sensitive information in an understandable form to colleagues and clients.

## EDUCATION

INSTITUTION	GRADUATION YEAR
Lebanese American University BS in Economics	2018
College des Soeurs des Saints Coeurs Baccalaureate II - Economics & Sociology	2011

## PROFESSIONAL EXPERIENCE

### Memorabilia Assistant Supervisor – Lebanese American University (Jan 1/2019 – Jul 10/2020)

- o Preparing internal departmental sales/orders and issuing requests for stock replenishment.
- o Handling administrative duties including sales reports, VAT reports, cash and credit card reports.
- o Consumer behavior analysis and product quality insurance.
- o Supervising the receiving of material, sorting merchandise, stocking shelves, ticketing merchandise and reconciling all cash and inventory transactions.
- o Tracking inventory on quarterly basis.
- o Coordinating with various university departments such as the president's office, the business office, and the purchasing office..

### The IT Support Office – Lebanese American University (July 1 – Dec 31/ 2018)

- o Assisting students and faculty/staff with banner, web mail and portal issues.
- o Supervising and organizing students' schedules and time-sheets.
- o Ordering office supplies, and updating office files and records.
- o Attending the orientation for new students and introducing them to the different IT tools.
- o Seeking optimal prices for office electronics from different companies.

### Business owner - Khoury Sport Store (May 2017 - May 2018)

- o Purchasing new items and keeping up with the latest trends.
- o Market analysis and networking.
- o Negotiating for optimal prices and deals.
- o Checking for product quality to match certain criteria.
- o Assisting customers with their needs and putting them first.

### Assistant Manager – Sports Experts (May 2016 – July 2018)

- o Optimizing profits by controlling costs.
- o Monitoring inventory and ordering merchandise.
- o Hiring and training new employees.
- o Researching competitive products and analyzing consumer behavior.