

# Hala Fawzi Salamoon

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Nationality: Lebanese

Date of Birth: 2/11/1991

## EDUCATION

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|---------------------|---|
| <b>2013 to 2016</b> | <b>Arab Open University-Lebanon</b><br><b>Bachelor's in business administration-Marketing</b>   |
| <b>2009-2012</b>    | <b>Lebanese University - Lebanon</b><br><b>Degree in process in Journalism</b>  |
| <b>1994-2009</b>    | <b>Greater Beirut Evangelical School– Lebanon</b><br><b>Lebanese Official Baccalaureate in economics and sociology section</b><br>June 2009 |

## EXPERIENCE

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|---|---|
| <b>April 2012 to present</b>            | <b>Middle East Airlines-Lebanon</b><br><br>At MEA, I currently hold the flight responsible position, mainly checking the passengers' passports and visas', making sure everything is legal, closing the records of each flight, being responsible for the staff members for each flight and checking their duties. Another important aspect is the customer service requirement during the job. It is equally as important as the technical part to make the passenger feel comfortable and secure. |
| <b>June 2011 till December 2011</b>     | <b>Spinneys-Achrafieh, Lebanon</b><br><b>Cashier</b><br>I was responsible of one of the cash registers at Spinneys. I checked out the customers' items and made sure to be accurate in closing the invoice and my daily cash balance.   |
| <b>Sebtember 2009 Till October 2009</b> | <b>Sport et loisir-ABC Achrafieh, Lebanon</b><br><b>Salesperson</b><br>A major part of the job was being attentive to customers' needs and requests. Making the sale was important and working to retain the customers was even more important. Keeping the workplace neat and organized was another essential part of the job requirement because it affected the customers' view of the shop.   |

## LANGUAGES

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|         | <u>Arabic</u> | <u>English</u> | <u>Spanish</u> | <u>French</u> |
|---------|---------------|----------------|----------------|---------------|
| Spoken  | Excellent     | Excellent      | V.Good         | Good          |
| Written | Excellent     | Excellent      | V.Good         | Average       |
| Read    | Excellent     | Excellent      | Excellent      | Good          |

## ***SKILLS & ACTIVITIES***

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**Skills**                      **Computer skills:** Microsoft office (Word, Excel, PowerPoint), **Surfing the web.**

**Activities**                      Journalism, watching movies, reading and swimming.