

**Mary Grace Benyamine**  
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**OBJECTIVE: Seeking for a Part-time or Full-time job position as Administration Assistant.**

**EDUCATION:**

|                               |   |                          |
|-------------------------------|---|--------------------------|
| <b>From 10/2016 to 7/2020</b> | <b>Arab Open University</b><br>Bachelor's in Business Systems and Practice        | <b>Antelias, Lebanon</b> |
| <b>From 2012 to 2016</b>      | <b>Lycee Officiel des Filles</b><br>Lebanese Baccalaureate in "Science de la Vie" | <b>Jdeideh, Lebanon</b>  |

**WORKSHOP:**

|                |                              |                          |
|----------------|------------------------------|--------------------------|
| <b>In 2019</b> | <b>Foundation to Success</b> | <b>Antelias, Lebanon</b> |
| <b>In 2018</b> | <b>Conflict resolution</b>   | <b>Antelias, Lebanon</b> |

**EXPERIENCES:**

|                              |   |                       |
|------------------------------|---|-----------------------|
| <b>From 2016 to Current</b>  | <b>Crepaway</b><br>Position Held: Waitress<br>Nominated as Employee of the Month three times.<br>Answered general phone calls.<br>Provide excellent customer service.<br>Prepare daily cash out.  | <b>Dora, Lebanon</b>  |
| <b>From 2020 to 2021</b>     | <b>Health Center</b><br>Position Held: Administration<br>Operated and managed the Health Center.<br>Answered general phone calls inquiries.<br>Prepared weekly schedules and daily documents.<br>Management of meetings and emails.<br>Follow-up with partners. | <b>Fanar, Lebanon</b> |
| <b>From 6/2015 to 9/2015</b> | <b>Assyrian Church Committee</b><br>Position Held: Volunteer<br>Language Teacher for Refugees.<br>Prepared daily activities.<br>Provided friendly environment.  | <b>Fanar, Lebanon</b> |

**SKILLS:**

**COMPUTER SKILLS:** MS Word, Excel, PowerPoint

**LANGUAGES:** Fluent in Arabic, Very Good in English, French and Assyrian (reading, writing and speaking)

**SOFT SKILLS:** Reliable, Adaptable, Multitasking, Self-motivated, Work under stress, and Willingness to Learn.

REFERENCE AVAILABLE UPON REQUEST

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