



YARA NAJDI

PERSONAL INFORMATION

Location: Beirut, Lebanon

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Date of Birth: 28/3/1998

PERSONAL STATEMENT

After graduating and majoring in Hospitality and Tourism Management, I decided to change my career path into Social Work and this what was my last job as an Academic & Community Service Project Facilitator looked like. I am seeking an opportunity in the field of social, community service and outreach work where my interpersonal skills can be best utilized, and I can have the chance to develop new skills along with learning and gaining new experience. I enjoy challenging tasks and being able to deal with different situations with different people which gives me a feeling of satisfaction knowing that I gave my Best for each task given to me.

EXPERIENCE

Lebanese American University / USAID Scholarship Program / Outreach and Civic Engagement Department

Part-Time Academic and Community Service Project Facilitator – Employee Oct'19- Sep'20

- Undergo weekly meetings with USAID-USP students to ensure academic excellence.
- Plan and implement community service projects across Lebanon.
- Monitor, Report and Document all field activities and visits along with attending visits and workshops.
- Prepare weekly and monthly reports for the upper management about all the events which took place.
- Conduct field visits to identify and collect data about people in need.
- keep accurate records for all issues regarding the USP Program.
- Manage projects such as Reach Out and Dazzle Program.
- Explore potential partnership with blended learning entities such as Kiron.
- Partnership with different NGOs and keep go relations with.

Vibes Tourism

Business Developer

Internship January '21- January '21

- In charge of night shifts in case of an emergency case facing the client.
- Attend staff meetings to follow up on each staff work procedure alongside with meeting with the CEO to follow up on the regional economic situation and how to act accordingly.
- Identify best visa and insurance suppliers to work with.
- Support visa and insurance team in case of emergency and follow up on selling numbers per day and report and document it to the CEO.
- Ensure that the Company's rules and regulations are conducted in a proper way.
- Ensure that all departments are documenting their work properly.

WorldWide Travel and Tourism

MICE Coordinator

Internship February '19-June '19

- Prepare and implement any event or meeting Worldwide based on the client's request alongside with their hotel booking, tickets booking, transportation, etc. (minimum number of attendees 100 attendee).
- Be present with the client from the check-in date until their check-out to secure that no problems would happen.

Four Seasons Hotel Beirut

Internship May'18-June'18

- Banquet Department: Sequence of preparing any events requirements and attending the event to be present for any of the client's requests.
- Room Service Department: Coordinate between client's call and their order status.

Fadi Fattouh Wedding Planner

Internship August'18-August'19

- Knowledge of preparing a wedding from scratch and turning the Couple's idea into reality.
- Attend the wedding's preparations and ensure that all the plan is being implemented in the right way during the wedding.

Dubai Airshow 2017

Internship

- Fulfill all the ground-based logistics requirements for the Russian Chalet I was in charge of.
- Supervise 3+ staff members in order to give the best service possible.
- Coordinate with the Chef, Suppliers, and kitchen to give all the services on time and based on the client's expectations.

EDUCATION

Bachelor of Law

2020-Present

Lebanese University

Bachelor of Science Majoring in Hospitality and Tourism Management

2016-2019

Lebanese American University

Lebanese Baccalaureate – Sociology and Economics

2010-2016

Lebanese School in Qatar

SKILLS AND LANGUAGES

- Fluent in English and Arabic (native); Proficient in French; Russian and Italian Beginner
- MS Office (Word, Excel, Power Point)
- Communication Skills
- Leadership
- Humanitarian Work
- Problem Solving
- Time Management

EXTRACURRICULAR ACTIVITIES

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|---|------------------------|
| ▪ Volunteer, Lebanese Red Cross | Sep 2016- March 2019 |
| ▪ Head of GA, Lebanese Red Cross | Dec 2017- June 2018 |
| ▪ Member, Event Organization Club (LAU) | Sep 2017- June 2019 |
| ▪ Member of the Year, Event Organization Club (LAU) | Sep 2018- June 2019 |
| ▪ Volunteer, Feed the Need NGO | Sep 2020- Present |
| ▪ Internship, Rashet Kheir NGO | February 2021- Present |