

Zahraa Sarray

CONTACT	Baabda, Lebanon	E-mail: zahraa.sarray@gmail.com Phone: +96176710550
EDUCATION	Master of Business Administration, Marketing Lebanese University	January 2021 — Present
	Master of Arts in Organizational Communication Lebanese University	November 2020 — Present
	Public Relations and Corporate Communication Lebanese University	October 2017 — September 2020
WORK EXPERIENCE	Preply Tutor	July 2020 — Present
	<ul style="list-style-type: none">- Teaching Modern Standard Arabic and the Lebanese dialect online to student from all over the world- Helping students improve their speaking, reading, and writing skills- Giving students an insight into the Lebanese culture	
	Select Agency Hostess	May 2017 — February 2020
	<ul style="list-style-type: none">- Hosted over 100 weddings ranging between 200 and 900 guests- Hosted gala dinners for over 20 companies, organizations, and charities- Participated in Saida International Festival, Arz International Festival, and Beirut Internation Awards Festival (BIAF)- Addressed guest inquiries and resolved complications arising during the events- Maintained the flow and organization of the event- Ensured the satisfaction of the attendees	
	Les Presentables Promoter	June 2017 — October 2019
	<ul style="list-style-type: none">- Represented world class brands like Huawei, Redbull, and Adidas- Maintained client records and followed up on customer satisfaction- Demonstrated and advertised products and services all over Lebanon- Reported customer feedback to the brand manager	
	Marqet Cashier	January 2017 — May 2017
	<ul style="list-style-type: none">- Provided customers with a personalized, friendly and efficient cashiering service- Operated the cash register and handled cash transactions with customers	
	Riviera Hotel and Beach Lounge Hostess	June 2016 — October 2016
	<ul style="list-style-type: none">- Greeted guests and escorted them to their tables- Answered phone calls, took reservations, and responded to questions- Collected feedback and reported it to the management- Performed other tasks according to the necessities of the hotel	