

Catherine Agopian



Administrative and Marketing Officer

I am a very active, initiative, responsible, organized, and self-motivated person, capable of working in challenging and fast-paced environments. I strive to achieve the highest standard at any task given and look forward in enhancing my skills at a reputable organization as yours.

Date & Place of Birth:

August 1, 1993. Beirut.

Nationality:

Lebanese, Russian.

Contact



Jdeideh, Lebanon



+961 70 094 622



cathy.hagopian@hotmail.com

Languages

English



Armenian



Russian



Arabic



Skill Highlights

MS Office (Excel, PowerPoint, Outlook)

Teamwork

Data Analysis

Initiative

Multitasking

Detail Oriented

Nutrition

Marketing

Research

Strategic Planning

Creative

Accounting

Adaptability

Problem Solving

Experience

Claire Maassab Nursery, Saifi

Administrative Officer, Marketing Officer | July 2020 - Present

- Maintain files of rules, regulation, and administrative instructions
- Handle petty cash, client payment forms, cash handover forms, purchase request orders, supplier negotiations and payments
- Ensure submission of new clients and new employees personal information and all required documents (ID, Insurance forms..)
- Prepare invoice and account reconciliation for the customers
- Prepare monthly budget and client payment pending balances
- Salary payslips and ensure signatures for accounting department
- Maintain inventory and stock counts
- Archiving files and pictures on DokuVault, conduct data analysis and data collection
- Maintain and review organizational staffing table
- Maintain daily student and employee attendance, employee sick and annual leaves reports
- Book and schedule meetings
- Supervise office cleaners
- Initiate, process, monitor, and review on actions related to the administration of the offices' HR activities
- Prepare monthly marketing calendar
- Prepare and post content daily on social media accounts
- Create parents accounts on KEYNURSERY application
- Update application daily
- Others: weekly follow up reports, phone log, handle client visits, typing, copying, scanning, email inquires...etc.

Dora Medical Center, Dora

Dietitian, Administrative Officer | September 2019 – June 2020

- Diet consultations
- Schedule consultations and meetings
- Handle purchase request orders, stock and inventory, petty cash, client and supplier payments
- Monitor and prepare monthly budgets
- Prepare dietary instructions and posters
- Conduct research and conduct patient record analysis
- Supervise office cleaners
- Prepare invoice and account reconciliation for the customers
- Prepare and archive patient medical forms and files in addition to ensuring submission of all patient required documents

CAKitchen, Dahr Sarba

Dietitian and Food Safety | January 2019 – August 2019

- Handle food safety, menu calorie calculations, client diets
- Prepare daily counts for chef
- Prepare nutritional content and go live on social media with brand ambassador Charbel Abou Khattar every week
- Focal point between head dietitian, kitchen staff and stock controller
- Follow up on orders, client/supplier payments, phone/email inquires
- Maintain inventory and stock count
- Supervise kitchen staff

Education

- **Bachelor of Science B.Sc in Human Nutrition and Dietetics**
USEK, Lebanon | 2013-2017
 - Colloquium certified (June 2018)
 - GPA 84.4
- **Personal Trainer and Fitness Instructor Levels 3 and 4**
Inspire Fitness Academy, Lebanon | December 2018-July 2019
 - Lebanese Ministry of Education and Europe Active Certification

Certificates

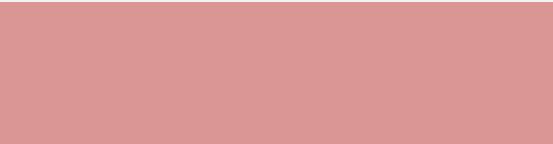
- **Business Foundations Specialization**
Coursera- University of Pennsylvania
- **Gastrointestinal Nutrition**
Catalyst Training
- **Pediatric Nutrition**
Catalyst Training
- **First AID, CPR & AED**
Red Cross
- **Sports Nutrition**
Happy Healthy Us
- **Food and Drug Interactions**
MUBS

Internships

Middle East Institute of Health - Bsallim

Clinical and Food Safety Dietitian | November 2017 - May 2018

- Decide on patients' diets and calculate their caloric needs
- Give diet instructions to patients with specific medical cases
- Have discussions and conduct research with the head dietitian
- Handle food safety and food charting of patients' diets



Caritas, Sed El Bawchrieh

Community Nutritionist | August 2016

- Assisted doctors
- Conducted interviews with patients and gathered information, and worked on health awareness project for the institution and presented them posters
- Practiced different communication strategies to deliver accurate nutritional knowledge with people of different backgrounds and low literacy
- Additional tasks: greeted patients

References

Available upon request

