

# Christine Saade

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## SUMMARY

Technologically savvy and goal-oriented worker with proven interpersonal and communication skills. Motivated to help the organization thrive in its field. Highly organized with a passionate work ethic while maintaining the utmost confidentiality. Able to handle multiple tasks and proficient at learning quickly.

## EDUCATION

2017 - 2021

### B.S. IN BUSINESS ADMINISTRATION

Université La Sagesse - Furn El Chebbak

2002 - 2017

### LEBANESE BACCALAUREATE, SOCIO-ECONOMIC SECTION

Daughters of Charity School - Achrafieh

## EXPERIENCES

2020 - PRESENT

### OFFICE MANAGER

EB Translations

- Develop and update an efficient filing system to make it easier to access
- Responsible for interviewing, making interns hiring recommendations, and train them

MARS - JUL 2021

### ADMINISTRATIVE ASSISTANT (TRANSLATOR)

Bain & Company

- Follow up tasks, review and provide typing, layout formatting and conversion of documents
- Research best practices and pose new, more effective ways of doing things

2019 - 2020

### BOARD MEMBER - GENERAL SECRETARY

Youth Empowerment and Support NGO - YES

- Provide workshops to help and support the youth of Beirut in different fields
- Organize cultural events like the Gemmayzeh Festival that helped reviving the street

2018 - 2020

### ADMINISTRATIVE ASSISTANT

Member Of Parliament Nicolas Sehnaoui's office

- Prepare and distribute business documentation, like presentations and spreadsheets
- Manage and prioritize schedules to ensure that the time is focused on critical and strategic issues

2015 - 2016

### SALES AND STOCK KEEPER

Touma Development S.A.R.L

- Part time job at Snobiz, handled different locations and events
- Forecast supply and demand to prevent overstocking and running out-of-stock

## INTERNSHIPS

2017

### SALES AND MARKETING

VitaliZZe S.A.L.

- 2 months internship in the strategic managerial department

2017

### LIVE LOVE VOLUNTEER

Live Love Beirut

- Plastic and hunting cartridges cleanups, 5,000 trees planted

2015

### HOTEL MANAGEMENT

Phoenicia Hotel

- 5 days orientation program in different departments

## CERTIFICATES

2021

Microsoft Certified: Power Platform Fundamentals

2020

Maharat min Google: Fundamentals of Digital Marketing

2017

Diploma in DELF, B2 level

2016

Superior Position Paper Award

Eleventh GC LAU MUN national conference

## LANGUAGES

ARABIC (NATIVE) - ENGLISH (FLUENT) - FRENCH (FLUENT)

## SKILLS

- Communicating clearly and concisely, both orally and in writing
- Excellent organizational, time management and multi-tasking skills
- Foster a positive work environment by promoting teamwork and open communication
- Microsoft Office Suite (Word, Excel, Power Point, Access)