

## Curriculum Vitae

Cynthia Dora Malaab

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**Number:** 71/147607

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### Objectives

Aspiring Marketing Lead and Hospital Manager looking to use my relevant experience in various fields to contribute in the consultancy industry.

### Education

- (9/2013-12/2021) Studying International Business at the Lebanese American University (LAU).
  - (9/1998-6/2013) Collège des Sœurs Antonines Hazmieh - Jamhour (baccalauréat SE).
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### Experiences

- (4/2021-Present) Currently working remotely as the digital marketing lead at Inspire-Tech (Singapore; UAE).
- (2/2018-1/2020) Completed 1 year and 10months as head of departments (Admission, follow up, Emergency) while dealing with the procurement department at Geitaoui hospital during a currency crisis and a pandemic.
- (11/2015) Completed a one-month internship at Bank of Beirut in the counter operations and customer services.
- (5/2017-8/2017) Completed a three-month internship at ELIE SAAB in the product data department.

- (2/2016-11/2016) Worked as an accountant at my father's gas station.
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### Additional abilities and qualities

- Computer Skills in MS Office software (Word, Excel, PowerPoint, Access), Social Media and different organization softwares like HIS.
  - Directing operational activities.
  - Operating under economic and pandemic pressure in a highly competitive environment.
  - Coordinating different departments, managing the administration of the different departments and the hospital as a whole.
  - Ensuring patient satisfaction at the facility.
  - The ability to work under pressure.
  - Dealing with an emergency.
  - Overcoming problems or issues in order to achieve a goal.
  - Reorganizing responsibilities in a group task if one member unexpectedly drops out.
  - High decision-making skills under pressure and urgency.
  - Excellent Communication skills
  - Major key Skills: Problem-solving, Leadership, Reasoning, Intuition, Teamwork, Emotional Intelligence, Creativity, Time management.
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## Languages

- Fluent Arabic.
- Fluent French.
- Fluent English.

## Hobbies

- Skiing, Tennis and yoga.
- Freelance model (appeared on British Vogue twice).

## References

Available upon request

