

# Lara Zogheib

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## EXPERIENCE

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### B Management Maintenance

Nov 2020 – Jul 2021

*Project Supervisor and Human Resources / Full-Time*

Beirut, LB

- Arranged maintenance schedule by constant coordination between suppliers, clients and employees
- Prepared excel sheets for budgeting, attendance, collections, maintenance process and quotations
- Received requests and claims from clients and residents
- Visited sites to ensure maintenance process is well performed

### Moments Forever

Sep 2020 – Nov 2020

*Data Entry / Part-Time*

Beirut, LB

- Entered all invoices, receipts, and payment vouchers
- Sorted, organized, and archived files in chronological order

### Freelance

Oct 2017 – Aug 2019

*Event Planner and Hostess / Self-Employed Job*

Beirut, LB

- Engaged in 30+ events with different agencies such as Regie prizes, weddings and conferences
- Ensured all customers are greeted and received attentive service and hospitality
- Organized every aspect of the event such as entrance, seating and welcome drinks
- Communicated with clients to identify their needs and taste

### Freelance

Feb 2016 – Dec 2018

*Promoter / Self-Employed Job*

Beirut, LB

- Promoted for 100+ international brands with different agencies such as L'Oréal Paris, Heineken, Famous Grouse, Davidoff, and Schwarzkopf; achieved top seller award
- Participated in new products releasing events

## EDUCATION

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### Lebanese International University

Sep 2017 – Jun 2020

*Bachelor of Art and Science: Major communication arts in Public Relations; GPA: 3.3*

Beirut, LB

## CERTIFICATIONS

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### Excel Essential Training (Microsoft 365)

Nov 2021

*LinkedIn Learning*

### Managing Brand Reputation

Oct 2021

*LinkedIn Learning*

### Communicating Across Cultures

Oct 2021

*LinkedIn Learning*

## OTHER

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**Languages:** Arabic (Native), English (Advanced), French (Intermediate)

**Key Skills:** Brand Management, Social Media Management, Event Management, Negotiation, Budgeting, Customer Engagement Marketing, Customer Service, Communication Skills, Organizational Skills, Microsoft Office, Data Entry, Swap Accounting System

## Activities

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Lebanese Red Cross Youth