



# Joe Youkhanna

## University Student

### PROFILE SUMMARY

I'm a self-motivated university student currently majoring in Business and management. I am hardworking and diligent. I have proven myself to be a dedicated self-driven character that is confident to take charge to produce a high calibre of work.

### CONTACT DETAILS

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LinkedIn Profile:  
<https://www.linkedin.com/in/joeyoukhanna>

### WORK EXPERIENCE

#### Online Electronic Shop Owner

2020 - PRESENT

- Managing online store platform with completed orders daily.
- Developing highly successful projects to increase sales through targeted marketing campaigns, promotions.

#### Waiter staff - Lina's Paris - The backyard Hazmieh, Lebanon

2020 - 2021

- Performed superior customer service, receive orders and meet the needs and requests of over 100 customers per day

#### La Grande Famille - Mini Studio - Achrafieh, Lebanon

2018 - 2020

- Crew Assistant
- Performer

#### Tutor - Private Lessons

2017 - 2020

Private instructor in all core subjects for elementary and middle school students.

#### Golf Club Lebanon - Summer Camp - Jnah, Lebanon

2018 - 2019

Monitor

#### Actor

2014 - 2015

Played the lead role in a youtube series aired in Saudi Arabia.

### ACADAMIC BACKGROUND

#### Saint Joseph University of Beirut, Lebanon ( USJ )

2021 - PRESENT

Bachelor's degree in Business  
Administration

#### Secondary Official School - Baabda, Lebanon

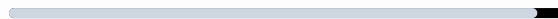
2020 - 2021

Baccalaureate in Sociology and  
Economics

### SKILLS AND STRENGTH

#### Languages

Arabic - Native



French - Advanced



English - Intermediate



#### Digital Skills

Adept with Microsoft Office Suit: Word, PowerPoint, Excel

#### Organizational Skills

- Written and oral communication skills.
- Strategic thinker with strong analytical and creative problem - solving abilities.
- Strong stress & time management skills.
- Excellent leadership skills and abilities.

## COMMUNITY INVOLVEMENT

### Volunteer Work

#### 2006 - PRESENT

- Knights and vanguards of the Virgin Mary Member and group leader - Baabda, Lebanon

#### 2019 - 2021

- Assistant with Foi et Lumière -Baabda, Lebanon

#### 2010 - 2014

- Member of Mouvement Eucharistique des Jeunes ( MEJ ) - Baabda, Lebanon

## FORMATIONS

#### 2022

- L'Oréal Brandstorm Competition

#### 2022

- HULT Prize Competition

#### NOVEMBER 2021

- Formation in "Differentiation training" organized by the career and placement office of USJ.

#### OCTOBER 2021

- Formation in "Emotional intelligence training" organized by the career and placement office of USJ - October 2021.

#### OCTOBER 2021

- Formation in "Netiquette and professional communication training" organized by the career and placement office of USJ - October 2021.

#### OCTOBER 2021

- Formation in "Leadership Skills training" organized the career and placement office of USJ - October 2021

UPDATED: 22 - 02 - 2022

## CERTIFICATIONS

- Certificate of attendance in a 20 hours series of entrepreneurship workshops organized by the career and placement office of USJ - February 2022
- Certificate of participation in "Improvisation for better soft skills" webinar organized by the professional Integration department of USJ (SIP) - February 2022
- Certificate of participation in Innovation camp workshop organized by INJAZ and the career and placement office of USJ - January 2022
- Certificate of participation in "Social media for your job search" webinar organized by the professional Integration department of USJ (SIP) - Decembre 2021
- Certificate of participation in "Réussir son entretien d'embauche" webinar organized by the Agence Universitaire de la Francophonie (AUF) - Decembre 2021
- Certificate of participation in "Banking Regulation" workshop organized by BEMO bank and the career and placement office of USJ - November 2021
- Certificate of participation in "Que faire après un échec professionnel" webinar organized by the Agence Universitaire de la Francophonie (AUF) - November 2021
- Certificate of participation in "Sell Yourself" workshop organized by professional Integration department of USJ (SIP) - November 2021
- Certificate of participation in "Keys to a successful job interview" training organized by the career and placement office of USJ - October 2021
- Certificate of participation in "Compétition scolaire en entrepreneuriat" organized by the career and placement office of USJ - March 2020
- Certificate of completing a seminar of study in the arts of Mixed Martial Arts & Brazilian Jiu Jitsu from The Wander Braga - MMA & BJJ Association - March 2018