

Tania Beainy
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Job summary

Secure a responsible career opportunity to utilize my skills and knowledge as a Marketing graduate, while making a significant contribution to the success of the company

Education

2020 ---- Till Present	Notre Dame University (NDU) – Deir Al Qamar – Chouf Bachelor's Degree in Marketing
2018 ----2019	Baakline Official Secondary School Lebanese Baccalaureate II, SE

Work Experience

Personal tutor

January-December 2021

- Provide elementary school students with academic support in both French and English.
- Give extra worksheets.
- Empower children to demonstrate academic skills.
- Organize, plan and deliver interactive and engaging sessions to group of students

Sayegh Center

May-September 2021

Typist, Front Desk Officer, Cashier

- Typed up required documents
- Received and made calls
- Provided assistance to guests
- Managed money at the cashier

Skills Summary

- Computer skills: Email, Microsoft Word, Excel, SPSS, PowerPoint.
- Teamwork
- Communication

Languages

- Arabic (native)
- French (fluent)
- English (fluent)
- Spanish (middle)

References

- Available upon request