

# NATALY MOTHAR



## Profile

Lawyer from Venezuela  
Private tutor in Venezuela and Lebanon  
Head of Children's Books Department in Hamra.

## Education

**2010 - 2014**      **Lawyer in the República Bolivariana de Venezuela**  
UDEFA, Punto Fijo  
Universidad de Falcón





**II Congreso Nacional en criminalística:**  
**Dr. Fermín Mármol de León**  
Venezuela

**Taller de formación probatoria**  
Venezuela




## Work Experience

**2018 - Present**      **Librairie Antoine**  
- **Head of Children's book Dpt.**  
- **Receiving position in Librairie Antoine Headquarters**  
Hamra, Lebanon  
• Customer Service.  
• Ordering and check up of products.  
• Inventory.  
• Preparation of orders and mailing products to other branches.  
• National and international sales billing.  
• Receiving of national and international products, and checking all orders  
• Attention to special orders.  
• Supervising employees who receive the orders and making sure they send them to the right branch.  
• Prepare bills for the banks to receive.

## Personal Information

 **Name**  
Nataly Mothar  
 **D.O.B**  
15/04/1993  
 **Gender**  
Femenino  
 **Nationality**  
Venezuelan - Lebanese

## Contact Information

 Aramoun, Lebanon  
 +961 78 890 492  
 natalymothar@gmail.com

## Soft Skills

### Skill group

Spanish	<div></div>
English	<div></div>
Arabic	<div></div>
Organizational skills	<div></div>
Communication skills	<div></div>
Microsoft Excel and Word	<div></div>
Multicultural Sensitive	<div></div>
Highly adaptable	<div></div>
Supervising and Management	<div></div>
Team oriented	<div></div>

- 2018 - Present**     **Private Tutor**  
Beirut, Lebanon
- Offer private Spanish lessons for children and adults.
  - Assisting in homework for children between the ages of 4 and 9 in Math and English.
- 2019 - 2020**     **Lycée Charlemagne**  
Roumieh, Lebanon
- Spanish teacher for grades 1 - 12
  - Prepared lesson plans, and coordinated with the head of the Spanish department to implement lesson plans accordingly
  - Prepared exams, and assessed student Spanish level
  - Assisted students in preparations for the "DELE Examination"
- 2014 - 2018**     **Free practice lawyer**  
Falcon, Venezuela
- Sales and purchasing documents
  - Handling of files, drafting and processing of judicial processes.
  - Processing of legal documents
  - demands
  - Contracts and legal documents.
- 2014 - 2018**     **JUDICIAL CIRCUIT OF FIRST INSTANCE IN CIVIL, MERCANTILE AND AGRICULTURAL**  
Secretaria Accidental, Coro, Venezuela.
- Legal advice.
  - Carrying out expertise.
  - Keep track of procedural lapses.
  - Transcription and drafting of sentences.
  - Accusation.
  - Execution of the sentence handed down.
- 2013 - 2014**     **Players Sports Bar,**  
Falcon, venezuela
- Coordinate and take responsibility for the entire restaurant operation and its performance.
  - In charge of staff payroll.
  - Organization of marketing activities.
  - Prepare reports at the end of the week, including personnel control, food control and sales.
  - Recruit, train, manage and motivate staff.
  - Customer service
  - Checking of stock levels and supply orders.

## References

### **Amalinda Baayni**

, Quality Control, Librairie Antoine  
+961 71 411 981

### **Liza Tannous**

, Branch Manager, Beirut Souks, Librairie Antoine  
+961 70 602 081

### **Nancy Azoury**

Branch Manager, Hamra, Librairie Antoine  
+961 3 762 183

**2010 - 2014**

**UDEFA**

Private tutor, Venezuela

Gave remedial classes to university students for support in classes such as:

- International Law
- Women Civil Rights
- Law of Labor
- English

## Volunteer work

### **VOLUNTEER WORK**

**Venezuelan Red Cross | 2012 - 2016**

- Organize, receive and distribute medications across two secluded towns (Coro and Tacuato)
- Assisted in door to door registers of household members to VRC

### **VOLUNTEER WORK**

**SOLINAVIDAD, NGO in Venezuela | 2016 - 2018**

- Organized and coordinated teachers in the NGO, and prepared the lesson plans for the children
- Gave English, Spanish and Math tutoring classes for illiterate children
- Organized events, and entertained the children during The Amuay Explosion in Punto Fijo, Venezuela

### **VOLUNTEER WORK**

**Lebanese Red Cross | 2020**

- Collected donations from locals and donated to LRC
- Assisted in data entry

### **VOLUNTEER WORK**

**Borderless, NGO | 2020**

- Entertained and animated a group of 10 children in the tent.
- Helped students in Math and English