



Gaelle Michel Youssef

Information Technology of Business and Human Resources

Enthousiastic, Fast Learner, Team worker and well organized.

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📍 Hazmieh, Beirut, Lebanon

EDUCATION

Masters in Human Resources

Lebanese International University

10/2020 - Present

Bachelor of Information Technology of Business (Business Administration)

The Holy Spirit University of Kaslik

09/2012 - 12/2016

Certificate in English Courses

American Lebanese Language Center
International House Beirut

11/2014 - 01/2015

Baccalaureate in Economy and Sociology

Our Lady of Perpetual Help School

10/2011 - 05/2012

WORK EXPERIENCE

Lebanese Army

Military Hospital, Badaro

04/2018 - Present

Business Administrator for Abdo EL Boueiz Civil Engineer Office

Bseba, Beirut

03/2015 - 03/2018

Achievements/Tasks

- Negotiate vendor contracts to identify cost-saving opportunities.
- Manage general activities related to the construction field (orders receipts and delivery dates, employees assessments)
- Provide Financial reports.

Private Tutor in Mathematics and English

Hazmieh, Beirut

04/2015 - 06/2016

SKILLS

Excellent demonstrated communication skills including: public speaking, facilitation, interpersonal, networking and building collaborations required.

Working on multiple tasks simultaneously with the ability to prioritize duties and meeting goals and deadlines.

Strong Time Management Skills and Oral Communication Skills.

Excellent analytical and interpretive skills.

COMPUTER LITERACY

Basic Programming Language: C++.

Microsoft Skills: Office, Access, Power Point, Excel.

VOLUNTEERING AND SOCIAL WORK

Lebanese Red Cross - Youth Department, Baabda Sector
(10/2014 - 03/2018)

Team Leader of the Youth Group : accomplishing many targets set for helping the society and community.

LANGUAGES

Arabic
Native or Bilingual Proficiency

French
Full Professional Proficiency

English
Full Professional Proficiency

REFERENCES

Available upon request