

Anna Theresa Waked

Management

Contact

Address

Beirut

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E-mail

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Skills

Strong interpersonal and communication skills

Excellent

Team work

Excellent

Fast learner

Very Good

Management

Excellent

Conflict resolution

Very Good

Languages

English

Very Good

Arabic

Very Good

French

Excellent

Skilled at adapting to new situations and overcoming challenges to best enhance the organizational brand. Reliable intern studying management at USEK-Kaslik, seeking an internship opportunity to expand my skills and gain valuable real-world experience. Organized and dependable candidate successful at managing multiple priorities with a positive attitude. Willingness to take on added responsibilities to meet team goals.

Work History

2021-09 -

Current

Tutorial Teacher

Mirna Kassis, Brummana

- Collaborate with students to complete homework assignments, identify lagging skills and correct weaknesses.
- Created special handouts, study guides and enrichment materials to boost student knowledge.

2021-07 -

2021-08

Summer Camp Monitor

Brummana High School, Brummana

- Perform troubleshooting and routine maintenance to keep equipment in optimal working condition.
- Prepare and animate activities.
- Overall supervision of the campers to ensure their wellbeing and safety.

2019-06 -

2019-09

Hostess

Crepaway, Brummana

- Take reservations and to-go orders by phone, answered customer questions and informed of accurate wait times.
- Assign patrons to tables suitable for needs and restaurant section rotation.
- Cultivate positive guest relations by managing information and orchestrating speedy seating.

Education

2020-09 -

2021-06

Socio-economic High School Diploma

Besancon Baabdash - Baabdash

2021-09 -

Current

BBA: Business Administration And Management

Holy Spirit University of Kaslik - Kaslik