


LEA BADER

Dekwaneh, Mount Lebanon, Lebanon 

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OBJECTIVE

Self-motivated, independent, responsible, communication skills, problem-solving skills, organized, loyal, adaptable and efficient.

I am a Business Administration graduate in Human Resources, seeking an internship position that will allow me to explore career options in the Business sector, which provides me the opportunity to expand my knowledge.



EDUCATION

Business Administration Undergraduate | Sagesse University

2018 – 2022

Lebanese Baccalaureate II | College Des Soeurs Du Bon Pasteur

2018



EXPERIENCE

Cashier | Mike Sport

2021 – 2022

- Organizing, and following up on day-to-day cash activities.
- Handling Customer Relations.
- Extensive training in cash flow and transactions.
- Day-to-day sales activities.
- In charge of client's purchases and return requests.

Promoter | Selfie Box

2018 – 2019

- Set up and arrange booths to look tidy and attractive to customers
- Approaching and interacting with passers-by.
- Assisting and engaging with customers and thrive in attracting them.

Colony leader | Colony Aindara

2017 – 2018

Planning, preparing and delivering lessons to all kids.

Communicating, consulting and co-operating with other members of the colony staff, including those having posts of special responsibility and parents/guardians to ensure the best interest of kids.



VOLUNTEER EXPERIENCE

Red Cross Youth Member | 2018 – Present

- Participate in many extensive training courses such as: Disseminating the humanitarian principles and values, rules and regulations, leadership, activation, program designing and planning, evaluation and assessment, environment, dealing with prisoners and people with special needs, road safety, communication, conflict resolution...etc.
- Take advantage of several occasions, such as national and international days.
- Organize activities, celebrations, and school and university seminars and workshops on health, environment, and prevention methods.
- Visits to patients in hospitals and nursing homes, as well as other functions that include fundraising to support Youth programs and LRC activities.



SKILLS

- Technical: Microsoft Office (Excel, Word and PowerPoint)
- Verbal Communication
- Communication and interpersonal skills
- Listening Skills
- Decision Making
- Negotiation
- Presentation and social skills



LANGUAGES

- French
- English
- Arabic
- Spanish (beginner)