



## THERESIA SAYEGH

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### About Me

My part-time work experience and studies have equipped me with an excellent set of technical and soft skills; I am confident that they will provide solid support to excel in whatever institution and role I will occupy in the future.

I am looking forward to obtaining an internship, which will benefit from my strong problem-solving skills, self-motivation, and eagerness to learn.

## EXPERIENCE

**Data Entry Clerk - Marjeyoun Medical Laboratories**  
(May'20 - Aug'20 / May'21 - Aug'21)

- Managed accurate data entry for all the laboratory departments with average daily run rate of 30 clients
- Established and standardized a new process of results sharing, through online messaging instead of hard copies handing, leading to business continuity (during the pandemic lockdown), time efficiency and additional safety
- Confirmed claim submissions adhere to social security (CNSS) carrier requirements, including current codes and proper documentation to support procedures

## EDUCATION

**Bachelor Of Business and Management**  
**University of Saint Joseph Beirut (USJ)**  
(Sep'20 - Present)

**Lebanese Baccalaureate - Sociology and Economics**  
**College des Soeurs des Saints Cœurs - Marjeyoun**  
(Jun'20)

## SKILLS

- ✓ Languages: Proficient in English, French and Arabic(native)
- ✓ Computer: Microsoft Office Suite
- ✓ Problem-solving | Self-Motivation | Management | Communication | Customer Service | Administrative Skills