

# Carla Karam

Lebanon

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## Objective

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- A hard-working student seeking to find an Internship that will increase my experience and knowledge about my field.

## Work Experience

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### Receptionist

June 2021 - September 2021

Batroun Fitness center

- Greated and welcomed new and old members.
- Increased the number of new members subscription by 15% through marketing.
- Created and coordinated the communication and promotion policy of the gym.
- Worked on excel and used several systems.

### Hostess/ Waitress

February 2021- May 2021

Sushi Star Gate

- Hostess:
- Greeted guests and seated them where they felt the most comfortable.
- Greeted foreign guests and was able to maintain a good conversation in English and French.
- Used cash registers and credit card machines to cash out customers.
- Reported complaints to management, contributing to safe and welcoming environments for all patrons.
- Waitress:
- Maintained order efficiency and accuracy through clear communication with the kitchen staff.
- Prepared beverages and served them.
- Maintained customer satisfaction with timely table check-ins to assess food and beverage needs.
- Kept server areas clean and stocked to increase efficiency while working tables

## Education

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### Undergraduate in International Business

August 2020 - Present

Lebanese American University

- A second year international business student, with a 3.67 GPA. And is currently in a program offered by the US EMBASSY “MEPI TLS” the middle eastern partnership initiative. This programs offers a 100% scholarship, while learning about gender studies which is a plus to my major since it’s specifically in a competitive work field. It is also an amazing opportunity because my only a limited number of students have had the opportunity to enter such a program since they specifically look for hardworking and professional students that have the ability to maintain a high GPA and cope with the pressure of ongoing seminars and the ability the work under pressure. In addition I am the treasurer of out new accounting club.

## Other Activities

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- Member of the Lebanese Scouts I enjoy:
- Sports
- Reading
- Drawing/painting
- Music
- Finance
- Marketing.

## Skills

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- Strategic Planning
- Data Analysis
- Hardworking
- Excellent worker under pressure
- Dynamic
- Friendly