

# Cybelle Hatem

Address: Sahel Aalma-Zeytoun Street  
03-549576•cybellehatem@hotmail.com

## Personal statement

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- Mechanically minded, with a methodical approach to working and an eagerness to learn and develop personal skills in a practical setting. Eventual career goal is to become fully-qualified and experienced, with the longer-term aspiration of moving into Human Resources Management.

## Capabilities and Skills

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- Advanced problem solving.
  - Accomplished communication skills, both written and verbal, developed through numerous essays and presentations given during my time at college.
  - Ability to take the initiative and work well under pressure, ensuring strict deadlines are met.
- Communication:
- Mother Language: Arabic.
  - Read, write, and speak English Fluently
  - Good in French.
- Computer Skills:
- Possess skills in Microsoft Office (Word, Excel, PowerPoint, and Outlook)
  - Have proficiency in internet research skills.

## Education

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- Holy Spirit University, Kaslik May 2020  
B.A. in Management
- Central College June 2017  
High school diploma in Sociology and economics

## Job Experience:

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- Assistant Reference Librarian (Student Job) September 2018- May 2020  
USEK Library - Kaslik  
Responsibilities: Helping student if they face any difficulties finding books\articles and keeping the systems updated for any new books\articles\magazines\newspapers in stock.
- Receptionist July 2018- September 2018

#### Raw Fitness-Sarba

Responsibilities: Making the clients of the gym feel welcome and complete a variety of front desk tasks, such as taking phone calls, answering to questions, handling correspondence.

- Sales September 2018-August 2020

#### Magic Planet Toy Store-Jounieh

Responsibilities: Taking care of the Baby Supplies section and having full information about every product to make sure that clients have a clear pre-view of the product to gain their trust and satisfaction.

- Customer support & Telesales February 2021-June 2021

#### Voccity

Responsibilities: Contacting potential or existing customers of certain companies to inform them about their product and services. Answering questions about products or the company, asking questions to understand customer requirements and closing sales. In addition to taking care of emails and organising lists of customers.

- Assistant Pricing Manager

June 2021-October 2021

#### Selective Designs

Responsibilities: Helping the pricing manager in preparing offers to send to customers and preparing budgets. In addition to keeping contact with suppliers to keep prices updated.

- Real Estate Agent

October 2021-Present

#### Confidence Real Estate

Responsibilities: Help my clients purchase, rent, or sell properties. I advise my clients about market conditions, conduct walkthroughs, and provide guidance and assistance through the process of buying, selling and leasing properties.

- Tutor

October 2021-Present

#### Private

Responsibilities: Reviewing classroom topics and helping students understand key concepts and assisting them with homework, projects and test preparation.

## Hobbies & Interests

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- Mostly interested in managing events.
- Reading and sports activities.

### References:

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Available upon request