

Rita Moussa

Business Administrator

Multi-task, efficient and reliable administrative professional. Accustomed to working in a fast-paced environment – Excellent interpersonal skills, ability to work well with others in both supervisory and support staff roles.

 rita.b.moussa@hotmail.com

 +961 70 124694

 Bqennaya, Jal el Dib / Beirut



WORK EXPERIENCE



Office Manager

American Lebanese Language Center –
International House / Jounieh

2013 – 2016

Achievements/Tasks

- Register (data entry) and handle student
- Preparing English, Arabic, and certificates for Syrian refugee students who needed supporting documents as proof to be able to stay in Lebanon
- Preparing English, Arabic, and French certificates for Lebanese students who completed their courses at the center
- Upgrading the website's content – updating the social media platform content (Facebook) as an advertising tool to all courses that were available and responding to queries and comments regarding the posts
- Instructing students at different schools about the tests in order to assess each student's English level

Contact: Nadine Mahfouz (Center Director) – 03789027



Babysitter

Self-employed

2010 – Present

Achievements/Tasks

- Provide care to children
- Help with homework and tutoring as needed
- Playing games and having fun

Contact: Ranine Tawk – 70402317



Sales person

GS – Dbayeh

2011 – 2012

Achievements/Tasks

- Communicate the benefits of a company's products in order to drive sales
- Provide customers with information about items
- Help customers find items in the store



EDUCATION

Business Administration – Management

Art Science and Technology University in Lebanon
kaslik campus

2008 – 2014



SKILLS

Computer proficiency

Communication skills

Microsoft Office

Organizational know-how

Problem-solving abilities

Time management

Attention to details



LANGUAGES

Arabic

Native

English

Professional Working Proficiency

French

Professional Working Proficiency