

Luna Alaaeddine

Lebanese - Al Malla, Beirut, Lebanon

Mobile: 961-76881151 - Email: lunaalaaeddine@hotmail.com

PROFESSIONAL EXPERIENCE

04/05/2022 – On-going	OLX	BESHARA EL KHOURY- LEBANON
	Office Assistant <ul style="list-style-type: none">- Keeping contact between olx and the users of the application	
01/11/2021 - 27/03/2022	SMART SOURCE	ASHRAFIEH - LEBANON
	Call Center Agent <ul style="list-style-type: none">- Contacting businesses and convincing them to be included in the mobile application- Filling a questionnaire related to every business through a phone call or Google-based search data entry	
08/06/2018 - 30/09/2021	MASTER'S IN BUILDING CHEMICALS	BEIRUT - LEBANON
	Accountant <ul style="list-style-type: none">- Making Quotations- Everything Related to Accounting- Secretary	
08/05/2018 – 30/09/2021	POPCITY	BEIRUT - LEBANON
	sales <ul style="list-style-type: none">- Selling popsicles- An ambassador in events such as birthdays and weddings	
14/04/2018 - 14/02/2019	BURGER KING	ASHRAFIEH - LEBANON
	Cashier <ul style="list-style-type: none">- Promoting promotions to customers- Taking orders from customers- Packaging delivery orders	
11/06/2016 - 13/08/2016	LEBANESE AMERICAN UNIVERSITY	BEIRUT - LEBANON
	Assistant <ul style="list-style-type: none">- Taking care of the kids- Playing games all around- Providing a fun environment	

EDUCATION

February 2022	AMERICAN UNIVERSITY OF SCIENCE & TECHNOLOGY	LEBANON
---------------	--	---------

Business - Digital Marketing – Bachelors degree

July 2018

BEIRUT BAPTIST SCHOOL

LEBANON

Sociology & Economics - - Baccalaureate

PERSONAL

Languages	Arabic: Full Professional Proficiency ; English: Full Professional Proficiency ; French: Not Applicable
Computer Skills	Word: Expert ; Excel: Expert ; PowerPoint: Expert ; Outlook: Expert Other Computer Skills: Noria
Nationality	Lebanese
Gender	Female
Date of Birth	07/02/2001
Driving License	Yes
Car Availability	Yes