



# LYNN MOURAD

INTERNATIONAL BUSINESS GRADUATE

## PROFILE

Energetic and passionate international business graduate from the Lebanese American University, with proven and tested leadership, organizational, and business sales skills seeking to apply my abilities to a position at your company.

## EDUCATION

### **Lebanese American University - Byblos, Lebanon**

Bachelor of Science – International Business and Management.  
2017 - 2021

### **Sagesse High School - Ain Saade, Lebanon**

Lebanese Baccalaureate, High School Diploma.  
2002 - 2017

## LANGUAGES

- English (Fluent)
- Arabic (Native - Fluent)
- French (Fluent)
- Armenian (Fluent)

## CONTACT

Home: +9614419500  
Cell: +96170000041  
Email: lynn.mourad@lau.edu  
Address: El Metn, Beirut, Lebanon.

## COMPUTER SKILLS

- Microsoft Office (Word, Powerpoint, Excel..)
- Research Analyses
- Windows
- Apple

## SKILLS

- Analyzing customers' needs.
- Strong sales abilities, specifically in retail.
- Negotiations skills (being persuasive, listening, caring, tactility, diplomacy, and patience)
- Marketing & communication skills: creative thinking, management, negotiation, social media marketing.
- Eager to learn more.
- Teamwork.
- Problem Solver.

## PROFESSIONAL EXPERIENCE

### **Store Manager / Sales Associate / Inventory Supervisor**

*Boutique Via Karen* | May 2017 to present.

- Managed day-to-day sales transactions.
- Closed accounts on daily basis.
- Responsible for selecting and ordering stock items for the store.
- Handled pricing of goods.
- Led a team of three sales people to achieve better sales production.

### **Owner/Founder**

*Maison D'elle Organic Products* | Dec 2020 to present.

- Founded my own personal brand 'Maison D'elle'.
- Communicated and build relationships with clients to provide them with the best quality products and needs.
- Managed marketing and social media pages for the brand and kept good contact with potential customers.

### **Administrator**

*Sidhikk Global Marketing Consultancy DMCC* | Mar 2022 to present

- Managing day-to-day requirements of properties, leasing activities, tenancy contracts and coordinations with the landlord.
- Working cooperatively with other departmenyts to ensure collection and preparation of all necessary documentations.
- Managing and supervising all service providers.
- Developing and documenting property policies, rules, and preventative maintenance policies.

## VOLUNTEERING

LEBANESE RED CROSS  
2020 - Present.