



RITA NASRALLAH



CONTACT



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Awkar, Main str, wooden bakey bldg ,2nd floor



OBJECTIVE

To work in an environment which encourages me to succeed and grow professionally where I can utilize my skills and knowledge appropriately.



EXPERIENCE

Interesting times - Beirut

July 2021 - Oct 2021

Operations executive

Middle East Airlines - Beirut

Oct 2018 - June 2021

Air Hostess

Fit District - Antelias

Oct 2017 - Oct 2018

Front of house Manager

Responsibilities and achievements:

- Managing a team of receptionists and maintaining a good staff /upper management relationship
- Assessments ,trainings and recruiting
- Weekly follow up with the departments
- Pre-opening operation manager
- Motivating and supporting all team members at all times
- Yearly and monthly Target setting
- Business planning for the individuals and team as whole
- Follow up with members to insure they're receiving the best quality of service

Diwanee - Beirut

Aug 2016 - Sep 2017

Production Manager

Responsibilities and achievements:

- Be present in shootings
- Coordinating with Dops and talents
- Props manager
- Budget setting and department coordination
- Weekly team meetings
- Helping in editorial projects
- Follow ups with upper management on budgets and deadlines

Freelance

May 2014 - Dec 2015

Assistant Producer

Video editor for weddings, video clips and projects

Assistant producer in LBCI

Assistant wardrobe stylist in projects



EDUCATION

Lebanese German University

2009

BA in Performing arts

SSCC - Jbeil

High School



SKILLS

Problem Solving

Communication

Team building



LANGUAGES

Arabic - Native

English - Fluent

French - Fluent

Deutsch - Basic

