

Dona Maria Makary

BS in Law | MBA | MPH | Teacher | Manager | Food Safety Officer

Zgharta, North, Lebanon

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Date of Birth :26/04/1996

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Personal Profile

To maintain a challenging administrative position with a reputable organization where skills and experience can be utilized and to build a lasting working relationship while serving our mutual needs.

Experience

Private Teacher

March 2020-present

Teach students full agenda grades 4,5,and 6

Restaurant Manager

Emangia restaurant

Jun 2020-present

Responsible for recruitment, orienting, training, and managing culinary front of house team members.

Accomplishing financial objectives in budgeting analyzing, preparing, and maintaining proper serving protocols and procedures of staff members.

Assisting food & beverage director in the product, supply and equipment inventory, and ordering.

Lead and direct team members on effective methods, operations, and procedures.

Supervising, conducting meetings, performing reviews, motivating teambuilding, and disciplinary reports which have resulted in the positive improvement of staff members.

Maintaining all equipment and repairs to ensure all safety standards are met

Founder of Education Center

Whispering Miracles

Jun 2021 - Present (1 year 3 months +)

Prepared budget and manage payroll and tuition.

Set school schedules, standards, and policies.

Responsible for the hiring and termination of staff as needed.

Maintained communication between school and parents.

Instructed 4, 5, and 6-year-olds on the alphabet, basic reading comprehension, and mathematics.

Elementary School Teacher

Al Kalima School - St Anthony

Sep 2021 - Jun 2022 (10 months)

Managed classroom responsibilities including education, discipline, progress reports, report cards, money and permission slips for field trips, grade recording and collecting/correcting work with and without rubrics.

Taught math and science subjects to 1st, 2nd and 3rd grade classrooms. Prepared course materials and develop daily lesson plans.

Assisted students with achieving high levels of academic and personal success.

Call Center Operator (PSO)

Oummal

Mar 2020 - May 2020 (3 months)

Provided people with information regarding COVID vaccine.

Ran reports and supplied data to fulfill people report requirements.

Responded to an average of 70-100 telephone inquiries per day from people inquiring information regarding COVID vaccine.

Handled all people issues in a discreet, professional manner, delegated responsibly, when necessary, by transferring calls to another department or referring to outside agencies.

Data Entry Operator

Ministry of Public Health

Oct 2019 - Feb 2020 (5 months)

Entered data into MERA system according to formatting standards.

Outlined appropriate processes and procedures to fulfill and complete inquiries.

Food Safety Officer

Municipality of Zgharta - Ehden

May 2017 - Sep 2017 (5 months)

Inspected area restaurants to measure compliance with food safety and environmental health regulations.

Evaluated employees' compliance with personal hygiene standards and food industry's good manufacturing practice.

Education

Lebanese University
Bachelor of Laws - LLB, Law
Sep 2018 - Mar 2022

Université de Technologie et de Sciences Appliquées Libano-Française
Master of Business Administration - MBA, Business Administration and Management, General
Sep 2018 - Jun 2020

University of Balamand
Bachelor of Science - BS, Public health, and development sciences
Sep 2014 - Jan 2018

Skills and Proficiencies

Fluent in Arabic and English
Microsoft Office (Word, Powerpoint, Excel) SSPS
Communication skills
Interpersonal skills
Leadership
Problem solving
Conflict resolution
Food safety
Teamwork
Team management
Time management
Critical thinking
Analytical skills
Marketing

Customer service
Negotiation

Licenses & Certifications

CSR for strategic purposes
[UL22-SB02-0277-0199-0010](#)
Mastering the Art of Public Speaking
[UL22-SB02-0243-0199-0032](#)
How to positively manage conflicts
[GN22-SB02-0205-0199-0047](#)
CPR/AED/First Aid - Lebanese Red Cross
First Aid
Monitoring and Evaluation

Volunteer Work

Red Cross volunteer-Lebanese Red Cross
Social worker volunteer-Malta Medical Center

