

# Ghenwa El-Hajj

Beirut, Lebanon  
Phone: +961 76 959 685

Ghenwa27@gmail.com

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## **Personal Summary**

Results driven, committed employee with excellent communication skills, retaining a good team spirit, deadline oriented and able to accomplish in a demanding environment

## **Education:**

- ❖ Bachelors in accounting (Lebanese international university) January 2023
- ❖ Lebanese University Bachelors in English Literature July 2017

## **Experience:**

- ❖ Accounting Internship (July 2022 - December 2022)
- ❖ Teacher at Ibn Khaldun school (September 2019 - June 2022)
  - English teacher for grades 3<sup>rd</sup> 4<sup>th</sup> 5<sup>th</sup> and 6<sup>th</sup>
  - Math and Science teacher for grades 3<sup>rd</sup> 4<sup>th</sup> 5<sup>th</sup> and 6<sup>th</sup>
- ❖ Teacher at Basilic Institute (January 2018-September 2019)
  - Teaching English as a second language
  - Teaching scientific subjects for grades 9<sup>th</sup> 10<sup>th</sup> 11<sup>th</sup> and 12<sup>th</sup>
- ❖ Summer camp counselor at feel home (May 2017 - August 2017)
- ❖ Homeschooling kids (September 2013 - up till now)

## **Skills:**

- MS Office: Word, Excel, PowerPoint, Outlook, Access
- Windows Software: Installing, Formatting
- Excellent skills on social media: Facebook, Instagram, Twitter and snapchat

## **Languages:**

Arabic: Fluent Reading and Writing

English: Fluent Reading and Writing

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