

Jamila Merhi

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Dubai, UAE / Beirut, Lebanon

PROFESSIONAL EXPERIENCE

June 2022 – Aug 2022 **Archidata Inc. Business Development Intern** **Montreal, Quebec**

- Assisting the organization obtain better brand recognition and financial growth
- Performed market analysis to identify market requirements and potential clients to develop a subsequent business strategy
- Identify client requirements to deliver tailored and bespoke solutions
- Constantly attending team meetings and training sessions to excel with the use of the solution.

June 2022 – Aug 2022 **Restaurant Zyara Floor Manager & Part time waitress** **Montreal, Quebec**

- Assist guest regarding food and beverage menu items in an informative and helpful way
- Follow all safety and sanitation policies when handling food and beverages, ensuring that customers enjoyed a pleasant and hygienic dining experience.
- Waited tables, presented menus, seated customers, and assisted with orders while constantly offering a professional and friendly customer service
- Training and supervising staff to perform allocated roles, managing inventory and overseeing operations.

May 2019 – Aug 2019 **PwC Business Management Consulting Internship** **Montreal, Quebec**

- Supported client projects through collaboration with cross functional teams and produced quality deliverables by participating in meetings and brainstorming sessions
- Attended client and department meetings and took down minutes, formulated and sent out internal memos
- Collected information regarding clients' business through interviewing and surveying

EDUCATION

Sept 2018 – June 2022 **Concordia University** **Montreal, Quebec**

- Bachelor of Arts in Urban Planning, Minor in Business Studies

June 2018 **Emirates International School** **Dubai, UAE**

- International Baccalaureate (IB) Diploma

EXTRACURRICULAR ACTIVITIES

June 2021 – Dec 2021 **Urban Planning Association – Vice President of Social/External Affairs** **Montreal, Quebec**

- Creating and promoting content on social networks, monitoring engagement, researching industry-related topics, copywriting, and editing/proof-reading pieces before publication

Sep 2018 – May 2019 **Student Success Centre Volunteer – Concordia University** **Montreal, Quebec**

- Peer tutoring and helping students with writing, preparing oral presentations, strategic test taking, and note-taking.

WORKING SKILLS

Languages: English (*Fluent*), Arabic (*Fluent*), French (*Intermediate*)

Computer skills: Microsoft Office, Excel, CRM systems, SEO and SEM, Canva

- Experience with GIS, ArcGIS, Revit, AutoCAD

Soft skills: Communication, leadership, teamwork, time management and problem-solving skills

Interests: Community service, Writing/Blogging & Fashion