

# Reina Imad Madi

Aley, Mount Lebanon | Reina.madi.11@outlook.com | (+961) 76 075 867 | Lebanese |  
/in/reinamadi/

## Highly Skilled Business Professional with 2+ Years of Experience in Management and Administrative work Lebanese National futsal player. Lebanese football player

<b>Degrees:</b>	<b>Bachelor's degree in computer science</b> , AUST (2023)
<b>Languages:</b>	Arabic and English
<b>Technologies:</b>	MS Office, Java, Database (My SQL), HTML, CSS, JavaScript, ASP.NET
<b>Industries:</b>	Fitness and Sports, technology and software developing

### SKILL SET

**Organization  
Communication**

**Patience  
Time Managing**

### EXPERIENCE

#### **GOODLIFE FITNESS GYM- Aley, Lebanon**

Administrative assistant

**January 2022-Present**

- Taking initiative, driving projects forward and thinking out of the box.
- Serving the consumers through digital (online, mobile, and social) and contact centers (phone, email, and correspondence).
- Juggling a lot of tasks at any given time, the needs of executives, files, events, financial reports.
- Proficiently handling calls and messages within various skills as determined by business needs.
- Managing time effectively.
- Maintain calendars and schedules for the office and your coworkers.

#### **GOODLIFE FITNESS GYM- Aley, Lebanon**

Front desk receptionist

**August 2020-December 2021**

- Transferring data from hard copy to a digital database
- Organizing existing data in a spreadsheet
- Customer service, problem solving through verbal and written conversations.
- Managing time effectively.
- File important documents and keep them well organized.
- Creating spreadsheets to track important customer information and memberships.

#### **AIM ACADEMY – Aley, Lebanon**

Football coach, (Part time)

**May 2021- Present**

- Ensuring that all Academy players adhere the LFA values and show a high level of respect and discipline.
- Adhere to the coaches code of conduct.
- Assisting players to set individual short- and long-term goals to create individual action plans for all players.
- Attending tournaments and trips when requested by the academy
- Attending weekly coaches meeting and additional training courses as instructed by the academy.

- Completing Continuous Professional Development to maintain coaching qualifications.

---

## EDUCATION

---

**Bachelor of Computer science,** (2023)  
American University of science and technology, Lebanon

---

## CERTIFICATIONS

---

- The 8hrs first aid and CPR course (Lebanese Red Cross) (2022)
- Lebanese football association D diploma (football coaching) (2021)
- Certificate of participation in the world university championship (2022)

---

## EXTRA CURRICULAR ACTIVITIES

---

➤ **Volunteering**

Beirut Marathon Association 2022

Ahla Fawda (NGO) 2018

