

## Yves Mattar

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### PROFESSIONAL GOALS

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I am on a constant journey to attain engaging roles in the heart of the community, to create a better social structure for a sustainable future and to encourage personal and social development.

### EDUCATION

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**Sep 2018 – Jun 2022**     **Masters in Law, emphasis on Public Law, Saint Joseph University of Beirut**  
Relevant courses taken: Tax Law, International Business Law, Labor and Social Security Law, Public Finances, Accounting Law.

**Sep 2002 – Jun 2017**     **Lebanese Baccalaureate – Life Sciences, Collège Notre Dame Sahel Alma**  
Ranked number one in class.

### EXPERIENCE

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**Dec 2021 – July 2022**     **Legal Analyst, Bablex LTD**

- Translating and proofreading judgments, submissions, witness statements, and other legal documents from and into Arabic, English and French.
- Transcribing court hearings and other legal audios.
- Conducting legal research.

**May 2019 – Jul 2019**     **Boutique Manager, Images d'Orient -Eusamex**

- Managed in-store and online sales and stock and ensured smooth operations and an optimal customer experience.
- Dealt with customer queries and complaints online and in-store.
- Worked closely with the web design team to optimize online experience.
- Trained new staff and liaised with head office.

**Aug 2017 – May 2018**     **Lab Assistant, Lebanese American University**

- Provided administrative assistance and ensured proper equipment care.

### EXTRACURRICULAR ACTIVITIES

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**Nov 2022 – Present**     **Outreach Worker, Relief International**  
Ensuring accurate data filling. Conducting face-to-face quantitative interviews.

**Sep 2021 – Present**     **Events Team Leader, University Christian Outreach**  
Organizing, executing and overseeing events for more than 120 participants.

**Sep 2010 – Sep 2021**     **Chef Troupe, Les Scouts du Liban**  
Carried the responsibility of adolescent men, forging their character and skills.

**Aug 2018 – Jul 2021**     **President, Bénévoles de la Sainte Famille**  
Organized projects targeting orphans, refugees, elders, children with special needs and the less fortunate.

### SKILLS AND ACCOMPLISHMENTS

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**LANGUAGES:** Fluent in Arabic, English, French

**COMPUTER LITERACY:** Microsoft Office Proficiency

**CERTIFICATES:** Effective Personal Leadership issued by LMI, How to Create your Business issued by USJ, Best Delegate Award issued by LAU MAL.

**OTHER:** Leadership Experience, Team Worker, Organized, Planner, Service oriented.

### REFERENCES

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References are available upon request.