

Zeina Makhoul

Lebanon, Mount- Lebanon, Dekwaneh, Mar Roukouz | +96181136566| Zeina.ma@live.com

Objective

To secure a challenging position in a reputable organization to expand my learnings, knowledge, and skills. with a focus on project coordination and team leadership or a position where I can practice communication which is my innate skill and strength.

Personal Profile

I am a very adaptable person and I can fit according to any changing situation or environment and I also am a very loyal person and very committed towards my career and I can stay focused even when pressured.

Education

- . Masters 1 in Research in English Language and Literature | Lebanese University Faculty of Letters and Human Sciences, Deanship, Dekwaneh, Lebanon | Fall 2019
- . Bachelor of Arts in English Literature and Language | Lebanese University Faculty of Letters and Human Sciences, 2nd Branch, Fanar, Lebanon | 2014 – 2018
- . Lebanese Baccalaureate in Socio Economics | College De La Sagesse, Jdeide, Lebanon | 2013 – 2014

EXPERIENCE

FREELANCER | SENIOR PROJECTS EXECUTIVE | 2019 – PRESENT

- . Helping university students (bachelor's and master's degrees) in their research graduation projects and theses no matter their major or field. Starting from the literature review to the conclusion, in addition to the data analysis, excluding the data collection.

FREELANCER | MIXOLOGY | SMALL ONLINE BUSINESS | 2019 – 2020

- . Mixing alcoholic and non- alcoholic cocktails and delivering them to the clients' doorsteps.

PRIVATE ENGLISH COURSES | 2019 – PRESENT

- . Giving private English courses to all levels.

TEACHER| LEBANESE BROTHERS SCHOOL HADATH |2018 – 2019

- . Teaching English as a first language for grades 4 and 6

RECEPTIONIST| SAGESSE CLUB JDEIDEH | FALL 2017 – 2018

- . Receptionist, communicate with clients and business managers for inscription, registration and data entry, great leader for working teams with an excellent time schedule, receiving and inventorying commodities

RECEPTIONIST| SAGESSE CLUB JDEIDEH- COLONIE ORNELLA | SUMMER 2018

- . Receptionist, communicate with clients and business managers for inscription, registration and data entry, great communicator and problem solver due to obstacles faced within the period of work

TUTOR| WINTER 2016 – FALL 2017

- . Tutor grade 2 to grade 6, very strict while tutoring yet I use a very easy technique in order for the students to be able to memorize, remember and understand faster and for a long term

Skills & Abilities

- . Great in speaking and writing three languages, Arabic, French and English
- . Good at using Microsoft Office: excel and word
- . Very good in psychopathology due to free elective in the Lebanese University
- . Very good communicator due to the work experience and innate skill
- . Very good worker under pressure

References

- . Upon request