

## **Nada Samir Azar, BA**

### **Contact Information**

**Address:** Nada Azar  
Amshit, Arbi street  
Samir Azar bldg, 3<sup>rd</sup> floor  
Jbeil, Lebanon

**Birth Date:** 23 August 1991

**Telephone:** +961 3 628 788

**E-mail:** [nada.azar@live.com](mailto:nada.azar@live.com)

### **Educational History**

June 2022	<b>Certificate of attendance in Digital Marketing Online</b>
October 2011 – 2014	<b>BA in Graphic Design</b> AUL University Kaslik, Lebanon
September 2009	<b>Lebanese Baccalaureate in Life Sciences</b> Official school Amshit, Lebanon

### **Professional Experience**

**June 2022 – October 2022**  
**General Manager Assistant**  
Groupe Empire  
Cotonou – Benin

Description: Responsible of restaurants' chain. Staff, stock, purchase. Responsible of social media department, checking and confirming posts, flyers, billboards...

**October 2021 – February 2022**

**Outdoor sales representative**  
**Zaarour dental supplies**  
**Byblos – Lebanon**

Description: Searching for clients to buy our products, negotiate with them and managing their orders.

**October 2013 – September 2021**

**Manager**  
**Le Verger de Marie**  
**Zouk Mikael, Lebanon**

Description: Responsible of purchasing orders, accounting and supervising employees. Speaking with clients, taking orders and preparing them. Started social media pages where I was responsible in creating posts and posting them

**Summer 2017 – 2018**

**Team Leader**  
**Kalani resort**  
**Halat, Lebanon**

Description: In this job I was responsible of welcoming guests, making sure that everything is good and the guests are satisfied. I provided guidance and instruction to the staff and I was coaching them as much as they needed.

**December 2012 – April 2013**

**Waitress**  
**La Bastide de Byblos**  
**Byblos, Lebanon**

Description: In this job I was responsible of welcoming guests, taking orders and making sure that everything is good and the guests are satisfied.

**November 2011 – November 2012**

**Waitress**  
**1188**  
**Byblos, Lebanon**

Description: In this job I was responsible of welcoming guests, taking orders and making sure that everything is good and the guests are satisfied.

**November 2010 – November 2011**

**Waitress**  
**Edde Yard**  
**Byblos, Lebanon**

Description: In this job I was responsible of welcoming guests, taking orders and making sure that everything is good and the guests are satisfied.

**July 2009 – October 2010**

**Crew Chief**  
**Mcdonald's**  
**Amshit, Lebanon**

Description: My job consisted on taking orders, preparing them and checking the cleanliness. I was responsible of training new crews.

## **Languages**

**Excellent in Spoken, Written, and Read Arabic.**

**Good in Spoken, Written, and Read English and French.**

## **Computer Literacy**

**Knowledgeable in Microsoft excel.**

**Highly proficient in Microsoft word, power point, Adobe photoshop, illustrator, indesign.**