

# Rawan Bou Hadeer

## Contact

+961 76759023  
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## Education

September 2019 – Currently  
Lebanese International University  
Undergraduate in Marketing  
**GPA 3.58**  
**Dean's Honor list for Spring 2019-2020**

October 2016 – May 2019  
Mokhtara Official Secondary  
School  
Baccalaureate in Sociology and  
Economics

## Key Skills

Microsoft Outlook, Word, Excel, and  
PowerPoint

## Hobbies

Contralto Singer • Fayha National Choir

## Objective

I am a hardworking and goal-oriented person who delivers with persistence, passion and great energy having worked several jobs that required direct interaction with customers, attention to details, teamwork, and multitasking.

## Experience

**November 29<sup>th</sup>, 2021 - currently**  
**Receptionist • Azadea**

- Prepare access cards for visitors/submit weekly reports
- Reserve conference rooms upon request
- Prepare DHL airwaybills and follow up with monthly report
- Take phone calls and send emails to concerned parties

**May 3<sup>rd</sup>, 2021 - November 26<sup>th</sup>, 2021**  
**Sales associate/Cashier • GaGa Shoes and Bags**

- Responsible for cash register and finalizing sales
- Guiding customers to their desired needs/manage socials
- Doing weekly inventory checking to ensure smooth workflow

**September 20<sup>th</sup>, 2019 - September 30<sup>th</sup>, 2020**  
**Sales associate/Cashier • Jawad Clothes corporation**

**March 3<sup>rd</sup>, 2018 - September 2019**  
**Catering/Hostess • Prestige Hostess Agency**

**June 2016 - September 2016**  
**Clerk • X-8 for Car Rental and Insurance**

## Volunteering

**September 2018 - February 2019**  
**Delegate • LAU MAL Program**

**July 2018 - August 2018**  
**Digital Youth Skills Trainee • Rural Entrepreneurs**

## Languages

Arabic (Native) / English (Fluent) / Spanish (Beginner)

• References will be provided upon request •