

Rita Al Khoury

OBJECTIVE

I am a Graphic Design student, seeking an internship position that will allow me to explore career options in the Graphic Design sector, which provides me the opportunity to expand my knowledge and develop them.



ADDRESS

Arid Street
Antoine Chamoun Bldg.
3th flr
Dekweneh, Mount
Lebanon



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EMAIL

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EXPERIENCE

Jun 2019 – Oct 2020

Receptionist • Pure Laundry • Zalka

- Receiving visitors at the front desk by greeting, welcoming, directing and providing them the best service
- Keep detailed and accurate records of customers' requests
- Managing and helping the workers in the shop
- Providing excellent customer service by resolving customer complaints, guiding them and providing relevant information
- Scheduling products delivery
- Handle cash, credit or check transactions with customers
- Count money in cash drawers at the beginning and end of shifts ensuring that amounts are correct and that there is adequate change

Nov 2017 – May 2019

Sales Representative • Mike Sport • Zalka

- Greet and direct customers
- Provide accurate information (e.g. product features, pricing and after-sales services)
- Answer customers' questions about specific products/services
- Coordinate with the Retail Sales Representatives team to provide excellent customer service
- Inform customers about discounts and special offers
- Stay up to date with new products/services

2015 – 2017

Sales - Assistant Manager • Big Star • Le Mall

- Making sure the shop floor runs smoothly
- Meet the store's monthly targets and handle budgets
- Train staff
- Deal with any enquiries and complaints and monitor customer service
- Serve customers as needed
- Managing deliveries

2012 – 2014

Cashier Supervisor • Charcutier Aoun

- Supervising cashier employees
- Monitoring and executing proper training
- Organizing, and follow up on day to day cash activities
- Handling Customer Relation
- Extensive training over cash flow and transactions
- Day to day sales activities
- In charge of clients purchases and return requests

EDUCATION

American University of Culture and Education – Bauchrieh

B.A in Graphic design

2017 – Present

E.T.S.T.C – Dekwaneh

BT3 in Graphic design

2011 – 2014

PROFESSIONAL SKILLS

- Proficient in Microsoft Office.
- Good in Adobe Illustrator and Photoshop
- Excellent communication, presentation, and people skills.
- Hard working, disciplined, organized and detail oriented.
- Passionate, self-motivated and self-starter with a ready for action mindset.
- Strong research skills with proven ability to learn and apply quickly.

LANGUAGES

- Arabic: Native reading, writing, and oral skills
- French: Good reading, writing, and oral skills
- English: Good reading, writing, and oral skills