

Jennifer Saliby

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Birth date: 21\5\2002

Objective:

A job that would contribute to self-growth and build experience, whilst helping in the development of the work place.

Skills:

- Highly motivated
- Can work under pressure
- Quick learner
- Good at socializing

Computer skills:

- Microsoft office: Word, Power Point, Teams.
- Knowledge in illustrator.

Experience:

- September 2021- present:

Employee at McDonalds:

➤ Hostess.

Responsibilities:

- ❖ Check that the workplace is clean and in decent condition
- ❖ Check the stocks and supplies early in the morning and make sure there is enough for the rest of the day
- ❖ Greet customers upon their arrival
- ❖ Aid them in whatever they may need and answer any question they may have
- ❖ Help them place their orders on the “kiosk”
- ❖ Incite customers to fill a “rate your visit” survey which in turn helps higher the rate of the workplace
- ❖ Socialize with customers and make them feel welcome and create golden moments.

➤ Crew

Responsibilities:

- ❖ Cashier: deal with money, how to give exact change, how to interact politely and candidly with customers and develop listening skills to accurately take order.
- ❖ Presenter: stands at the counter and helps customers and crews alike, which helps the development of multitasking skills, and is responsible for filling up stocks that are needed on the counter.
- ❖ Assembler: responsible for putting together guests’ orders. And at peak hour, the assembler must race with time to assemble all orders displayed in front of him, which teaches working under pressure.
- ❖ Drive through: at the first window, the responsibilities are the same as the cashier, with the slight difference of the lack of face to face interaction with customers.
- ❖ Drive through: at the second window, the responsibilities are to accurately assemble each order and taking extra cautions with condiments.

➤ Crew trainer:

Responsibilities:

- ❖ Train new crews about the golden standards and foundations of the work area.
- ❖ Coach the crew to perform correct procedures and explain the why's behind every station and encourage trainee and compliment on job well done, and correct wrong procedures.
- ❖ Be a role model, show the good example at all times and perform correct and accurate procedures at all time.
- ❖ Be an expert regarding all station, be able to answer all question regarding any station, and able to take action without direction.

○ Summer of 2021:

A few transcription gigs consisting in listening to the audio of an interview and writing down what is said on Microsoft Word neatly and with accuracy, and correct mistakes done by the person who is talking if needed.

○ Summer of 2020:

Aid to a company following the Beirut port blast.

Responsibilities:

- ❖ Fill cartons with supplies that will later on be distributed to families in need
- ❖ Check that the correct items are placed in each carton
- ❖ Help in placing them in a truck

○ Summer of 2019:

Assistant hairdresser:

Responsibilities:

- ❖ Open and clean the shop early in the morning
- ❖ Prepare all the equipment and make sure it is ready to be used
- ❖ Shampoo clients' hair
- ❖ Engage the clients in conversation
- ❖ Aid the shop owner and follow given instructions.

Education:

- Undergraduate in Graphic Design- Lebanese University 2nd branch

Expected graduation: summer of 2026

- Date of graduation: July 2021

Nadia Aoun Official High school for Girls

Lebanese Official Bacc. With emphasis on economics and sociology.

Languages:

	French	English	Arabic
Less than average			
Good			x
Very good	x	x	

Activities and interests:

- Old member of the Lebanese Red Cross Youth Sector- Media Committee- Furn El Chebbak.
- Singing and playing the guitar
- Drawing
- Reading

References:

Available upon request.