

GAELE KHOURY

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PROFILE

A position in the business field



SKILLS

COMPUTER SKILLS

Microsoft Excel
Microsoft Word
Microsoft PowerPoint
SPSS Statistics
Sales Navigator
Hubspot
Cognism

LANGUAGES

English: Advanced
Arabic: Advanced
French: Advanced

SOFT SKILLS

Time management
Detail oriented
Multi-tasking
Communication
Critical thinking



WORK EXPERIENCE

GLOBAL ADMIN COORDINATOR

Aug, 2022 - Present

CARMA- Global Provider for Media Intelligence / Aadlieh

- Support in setting up sales sequences on CRM, as well as data correction & validation and the creation of reports and dashboards
- Support with desk research related to customer and prospects information, and incorporating these into HubSpot (CRM)
- Support with preparing and completing paperwork, including but not limited to letters, memos, excel compilations, etc.
- Troubleshoot any requests from team members globally - Americas, Africa, Asia, Europe
- Manage and register on supplier/vendor portals and other platforms
- Send out and managing contracts & order forms
- Support with coordination of documentation for RFP's

BUSINESS DEVELOPMENT INTERN

May, 2022- Aug, 2022

CARMA- Global Provider for Media Intelligence / Aadlieh

- Research organizations online, obtain key person contact details, to identify new leads and potential new markets
- Contact potential clients in the MENA region via phone or email to establish rapport, set up meetings, and inform them about new developments in the Company products and services.
- Assist in maintaining the "Customer Relationship Management" (CRM) implemented by the company

PRIVATE TUTOR

2018 - present

- Deal with students' individual weaknesses
- Learn to communicate with different age groups and personalities



EDUCATION

BBA IN INTERNATIONAL BUSINESS MANAGEMENT – AACSB ACCREDITED PROGRAM

2018 - 2022

Notre Dame University – Louaize, Zouk Mosbeh

- Graduated with High Distinction
- Financed 75% of my tuition fees through scholarship
- Placed on the Dean's Honor List: From Fall 2018 – Till Spring 2022

BAC II SOCIOLOGY & ECONOMICS

2017 - 2018

Jesus & Mary School - Rabweh

- Graduated with honors
- Ranked 2nd in class

INTERESTS

Hiking

Jogging

Drawing

Hula-hooping

REFERENCES

Available upon request

COMMUNITY SERVICE

- At: **Public Library of Bekfaya, Bekfaya**

Volunteered to help children of ages that range from 6-10 years old to improve their writing and reading skills.

- At: **Monsieur Vincent Catering, Cornet Chehwan
& Society of St. Vincent De Paul**

Volunteered to prepare daily meals, to be delivered to cafeterias of various hospitals and universities, with the aim of supporting economically deprived people in their jobs.

- At: **SOS Children's Village, Bekfaya**

Volunteered to help children of all ages with their school work and entertain them with games.

- At: **IRAP, Institut de Reeducation Audio-Phonetique, Antelias**

Volunteered to prepare daily meals for kids and helped in sewing clothes for them.

- At: **Mission De Vie, Antelias**

Volunteered to help with kitchen work and laundry.