

# Fatima Abboud

A highly motivated and personable student pursuing a BS in MIS. Eager to join an entry-level position that would help me upscale my skills and long-lasting relationships. Skilled at organizing events, customer service and communication.



abboudfatima07@gmail.com



0096171571168



Beirut, Lebanon

## SKILLS

Communication skills

Business analysis

Marketing

Coding

## LANGUAGES

Arabic

Native or Bilingual Proficiency

English

Full Professional Proficiency

## TOOLS

Microsoft Word

Excel

Photoshop

## EDUCATION

MIS

LIU

09/2020 - Present

Beirut, Lebanon

## WORK EXPERIENCE

**Supervisor**

**Kholio Restaurant**

08/2018 - Present

*Achievements/Tasks*

- Efficiently resolved problems or concerns to the satisfaction of all involved parties.
- Scheduled and directed staff in daily work assignments to maximize productivity.
- Ensured proper cleanliness was maintained in all areas of the bar and front of the house.
- Optimize profits by controlling food, beverage and labor costs on a daily basis.
- Communicated well and used strong interpersonal skills to establish positive relationships with guests and employees.

**Online Business**

**Online shop, AF**

2019 - 2021

*Achievements/Tasks*

- Sold online clothing, meeting sales targets.
- Ran social media
- Engaging with their client and creating a positive relationship with them.
- Figuring out what your client wants and tailoring your pitch accordingly.

**Private Tutor**

**Workplace/Company**

05/2018 - 08/2020

Beirut, Lebanon

*Achievements/Tasks*

- Dissected problems to present them in a more approachable manner for students.
- Developed better skills of instruction for adolescents.
- Maintained the students' self-confidence to best facilitate learning.
- Created academic plans to facilitate the accomplishment of goals.
- Assisted in the examination of the key components of an assigned topic.

## CERTIFICATES

Photography - Level 1 (basics) (05/2017 - 06/2017)

Graphic Design (06/2016 - 09/2016)

## VOLUNTEERING

Ataa al Ajyal (2016)

Civil Defense (2019)