

Elaya Akiki

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## Education

May 2023: Bachelor of Science in Management Information System (MIS), Notre Dame Louaize, Zouk Mosbeh, Lebanon with a 3.82 GPA.

June 2018: Baccalaureate II in Life Sciences, Notre Dame Louaize, Zouk Mosbeh, Lebanon.

## Languages

Arabic, fluency in English, and French

## Skills

- MS Office (Word, Excel, PowerPoint, Outlook, Project)
- HTML, CSS, JavaScript
- Microsoft Power BI, Tableau
- Photoshop, After Effects
- WordPress
- Data Analysis
- Data Management
- Business Planning
- Research

## Interpersonal Skills

- Communication
- Customer Service
- Leadership
- Attention to Detail

## Certificates and Awards

Granted a certificate in HTML and CSS from Solo Learn.

Granted a certificate in Google Ads from Coursera.

Awarded a community service certificate by College Notre Dame de Louaize, Zouk Mosbeh, Lebanon.

Dean's List award for seven semesters.

## **Work Experience**

### **June 2022 – December 2022**

Full-time, Receptionist, Fat2Fit clinic, Zalka, Lebanon

- Greeting and assisting clients
- Scheduling appointments

### **November 2019 – October 2020**

Full-time, Salesperson, NYX Professional Makeup, ABC Dbayeh, Lebanon

- Client consultation
- Product application and sales
- Inventory control and reporting

## **Interests and Activities**

Scouts du Liban – College Notre Dame Louaize, Zouk Mosbeh, Lebanon.

Makeup – Granted a certificate in Professional Make-up for theatre, film, and television by Kryolon, Verdun, Lebanon.