

**Mayssa Maatouk**  
Daher Al Souwan – Mount Lebanon  
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As a public relations and corporate communication graduate, I bring a dynamic blend of strategic thinking, communication skills and a passion for building strong relationships. My greatest abilities are that I am hardworking, able to learn quickly, and work under pressure. I am looking for a new opportunity where I can apply my skills, grow professionally, and learn new things.

## Work experience

### Pharmacy assistant – Pharmasante Baabdash

*2022- present*

- Helped pharmacists with dispensing and packaging medications accurately (alphabetical order).
- Provided friendly and helpful customer service, answering questions and resolving issues.
- Prepared and labeled prescription medications following dosage instructions and safety guidelines (Under the supervision of a pharmacist).
- Operated the cash register, processes payments, and entering invoices into the system.
- Managed inventory by monitoring stock levels and placing orders.
- Maintained an organized environment including shelving and expiration dates.

### Sales intern – Yum media agency

*Oct 2022- Jan 2023*

- Attended sales meetings and presentations, learning about effective sales materials.
- Assisted in managing customer inquiries and resolving issues.
- Collaborated with restaurants.

### Hostess- Privilege agency- Swan Lake, wedding venue

*Jun 2018- 2020*

- Welcomed guests in a warm and friendly manner; to ensure that the guests have a positive experience from the moment they arrive.
- Seated up to 200 guests in their arranged seats.
- Dealt with conflicts patiently with guests.
- Know how to deal with guests that were not on the guests list.

### Internship as a Waitress /Commis chef - les delices des l'hoteliere Aug 2018- 2020

- Answered customer's questions, took orders, and served food efficiently to ensure customer satisfaction.
- Greeted customers with a smile.
- Cleaned tables frequently to comply with hygiene standards.
- Helped with deliveries and restocking.

### Cashier – le panier supermarket – Daher Al Sawan

*2018- 2020*

- Maintained cleanliness and organization of the checkout area, presenting a professional and inviting atmosphere for customers.
- Calculated totals, applied discounts, and handled various payment methods, including cash, credit/ debit cards.
- Assisted customers with questions about products prices and ongoing promotions.

## References:

Rami Atallah - Pharmasante Owner  
+961 70 821 934

Bayan Bou Lteif – YUM Media Founder  
+961 7060 0543

## Skills

- Time Management
- Teamwork
- Multitasking
- Leadership
- Enjoy working with people
- Microsoft Office/ Excel
- Interpersonal skills
- Emotional intelligence
- Basics of SEO, meta ads, and google ads
- Canva

## Languages

- Fluent in Arabic, French and English

## Education

- **2020-2023- lebanese university** [bachelors degree in public relations and corporate communication ]
- **2018- 2020- ecole hoteliere al kafaat** [Technical Baccalaureate in Hotel Management]
- **2015- 2017 -Antonine sisters school Roumieh**

## Extracurricular activities

2011-2013- Scouts (Besancon baabdash) *Member*

- Learned adaptability and taking responsibility
- Acquired Leadership and time management skills
- Participated in charitable events
- Participated in teaching syrian refugees in the village of Dahr el souwan

## Certificates

- September 2023: Digital marketing training, learning remotely.