

Chloe El-Kareh

Fresh Graduate

A dedicated professional eager to broaden her horizons and expand her skill set. With a strong foundation in delivering exceptional customer experiences, she is now seeking new opportunities to grow and excel in a different professional domain.

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📍 Beirut, Lebanon

EDUCATION

BS Mathematics Lebanese University

09/2019 - Present

Beirut, Lebanon

WORK EXPERIENCE

Receptionist Novo Club St Roch

02/2023 - 06/2023

Beirut

Tasks

- Greeted clients in a professional and friendly manner
- Managed the client database and records via Excel
- Handled all payments and created invoices
- Controlled all food and beverage inventory via Excel
- Provided customer service and resolved queries over the phone

Sales Associate Melissa Beirut

08/2022 - 01/2023

Beirut

Tasks

- Greeted customers and improved engagement with merchandise while providing customer service
- Operated cash register and managed financial transactions
- Maintained an organized and well kept space
- Managed inventory and kept track of stock
- Identified and assessed customers' needs

Sales Associate Gary Shoes

12/2021 - 08/2022

Beirut

Tasks

- Maintained store's clean and organized appearance
- Set up product displays and restocked items
- Operated cash register and managed financial transactions
- Aided in social media marketing to boost sales

SKILLS

Customer service

Organization

Flexibility

Problem-solving

Time management

Communication

Detail-oriented

Patience

PERSONAL PROJECTS

Amelior Online Jewelry Shop (03/2022 - Present)

- Sought out retailers in China to buy pieces for the brand
- Created a brand name and logo as well as personal brand designs
- Contacted delivery companies to get products to customers
- Created an inventory list and kept it up to date with sales
- Aided customers requests and orders
- Took product placement photos and managed multiple social media platforms

VOLUNTEER WORK

LSDC Ajaltoun

Development center for those who are handicapped

LSBD Hadath

School for the blind and deaf

Centre Renee Wehbe Pour Le Vieillard Malade

Elderly home

CERTIFICATES

Delf B1

Diploma granted by the French Ministry of Education for reaching a certain linguistic level

AUB Math Fair

Granted by AUB for placing first in the "Real World Model or Presentation" category

LANGUAGES

English

Native or Bilingual Proficiency

Arabic

Professional Working Proficiency

French

Limited Working Proficiency

INTERESTS

Social Media Marketing

Reading

Travel

Chess

Learning new things

Movies and TV