



LAMISSE KHALIFEH

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Highly-motivated and results-driven professional seeking a challenging position in a dynamic organization where my skills and expertise can contribute to the achievement of both long-term and short-term goals.

EXPERIENCE

JULY 2023 –
PRESENT

PROJECT COORDINATOR & CONSULTING SPECIALIST, NASCODE

Project Coordinator – Creative Department:

- Managing project timelines, resources, and communication within the creative team and with clients.
- Work closely with Account Managers, Marketing Executives, Designers, Copywriters, and Media Producers, ensuring the team is aligned with project goals.
- Maintain detailed project documentation, including project plans, briefs, and meeting notes.
- Create and maintain project schedules, ensuring that milestones are met and projects stay on track.
- Review creative work to ensure it aligns with client expectations and agency standards.
- Coordinate with the Creative Director and Account Managers to define project objectives, scope, and timelines.
- Generate and share project status reports with clients, highlighting progress and potential issues.
- Build and maintain strong client relationships fostering trust and ensuring client satisfaction.

Junior Consulting Specialist: Bring expertise as a consulting specialist in the marketing field, providing guidance and insights to enhance and drive business growth.

JULY 2021 –
JULY 2023

INSURANCE VERIFICATION SPECIALIST & MEDICAL BILLER, PARAMOUNT CONSULTING INTERNATIONAL

Insurance Verification Specialist:

- Verified insurance eligibility, copay, and subscriber information for client visits.
- Ensured accurate and up-to-date client details and insurance information.
- Utilized government verified personal accounts to access global and US-based insurances.
- Excellent data entry skills.
- Strong time management abilities.
- Demonstrated exceptional customer service skills.

Insurance Billing Specialist:

- Managed Chronic Care Management (CCM) and Remote Patient Monitoring (RPM) eligibility for insurance billing.
- Proficient in insurance claims processing.
- Experienced in medical coding and ensuring accurate billing.

EDUCATION

2019 - 2022



BACHELOR'S DEGREE IN BUSINESS MANAGEMENT, LEBANESE INTERNATIONAL UNIVERSITY

- Recognized as a Dean's and President's Honor List recipient for two consecutive semesters.
- Maintained a high-grade point average (GPA) of 3.5 throughout academic tenure.

SKILLS & ABILITIES

- Proven ability to multitask and thrive in high-pressure environments.
- Strong desire for continuous learning and applying new knowledge to job tasks.
- Consistently suggesting improvements for enhanced productivity and organizational benefit.
- Excellent verbal and written communication skills.
- Meticulous attention to detail and accuracy.
- Demonstrated ability to effectively collaborate with team members.
- Proficient in essential computer software including Microsoft Word, Microsoft Excel, and PowerPoint.
- Language Proficiencies: Fluent in English, with Arabic as a native language, conversational skills in French.
- Excellent knowledge in Trello & Cufex.

ACTIVITIES

- Fully completed the 10th GC LAU MUN
- Recognized as the Employee of the Month for January 2022 due to unwavering dedication and exceptional work ethic.