

Aya El Kaissi

+961 71 154 499
Beirut, Lebanon

ayakaissi18@gmail.com
www.linkedin.com

Event Professional

As an ambitious and detail-oriented Hospitality Management graduate, my passion lies in the realm of event management and planning diverse events. I am driven by a desire to immerse myself in experiences that will not only enhance my theoretical knowledge but also equip me with practical skills and insights essential for success in this dynamic field.

Furthermore, I thrive in collaborative environments, bringing a keen eye for detail that ensures every aspect of an event is meticulously executed.

My career aspiration is to continually grow and evolve within the realm of event management, leveraging each opportunity to broaden my understanding and refine my craft.

Skills

Teamwork
Time Management
Communication
Problem-Solving
Attention-to-Detail
Organization
Research and Analysis

Education

Bachelors in Hospitality Management

American University of Science and
Technology
2018 – 2022

- High Distinction Graduate with a GPA of 3.88
- Presidential Award for Academic Excellence

High School Diploma

Thamer International School
2017 – 2018

- High Distinction Graduate with a GPA of 3.95
- Presidential Award for Academic Excellence

References

Mrs. Nancy Zaarour

Event Professional
+961 3 731 994
nancyezaarour@gmail.com

Mr. Rabih Nehme

On-Site Manager
+961 3 631753
rabihnehme@LIVE.com

Mrs. May Riachi

Event Professional
+961 3 204 540
hsevents@hospitalityservices.me

Experience

September '23 - Current

Beirut

Events Coordinator

Hospitality Services S.A.L

As an event coordinator, I am accountable for a range of responsibilities, including:

- Managing event budgets, ensuring adherence to financial guidelines.
- Developing rules and regulations pertinent to the event.
- Coordinating Advisory Board Meetings to strategize and plan effectively.
- Establishing schedules for subevents within exhibitions.
- Utilizing EOS systems for badge printing and participant registration.
- Designing scoring sheets and programs for various competitions.
- Crafting schedules and event programs.
- Overseeing on-site management of event spaces, including jury lounges and competition areas.
- Generating sponsor visibility reports to demonstrate value and exposure.
- Collaborating with on-site volunteers, ensuring smooth execution of tasks.
- Facilitating the preparation and distribution of print materials such as badges and certificates.

March '23- September '23

Beirut

Events Officer

Hospitality Services S.A.L

- Registering participants in the competitions at the event.
- Creating scoring sheets and programs.
- Utilizing EOS systems for badge printing and participant registration.
- Creating sponsor visibility reports.
- Coordinating with the volunteers and jury members on-site.

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Languages

English ●●●●●●●●

Arabic ●●●●●●●●

French ●●●●●●●●

Projects

SAUDI HORECA Jeddah 2024

February 5th– 7th, 2024

HORECA Kuwait 2024

January 15th – 17th, 2024

SAUDI HORECA Riyadh 2023

November 27th – 29th, 2023

ESA Teen Top Chef 2023

July 14th, 2023

"LIRA" Car Launching

July 8th, 2023

Hammana Cherry Festival

June 11th, 2023

HORECA Oman

May 30th – June 1st, 2023

HORECA Lebanon

April 25th – April 28th, 2023

Extracurricular Activities

I have been involved with the Student-Leadership Committee (SLC) in high school, holding the position of Co-Head of the Events Management Department. Our duties included organizing and managing all the events that were held at our school, along with higher management and supervisors.

Achievements and Certifications

February '23

Beirut

Event & Conference Management Certification

Lebanese American University (LAU)

- Site assessment
- Sponsorship
- Budgeting and finances
- Event production tools
- Risk management
- Publicity and promotion
- Logistics of the event
- Working with an event team
- Corporate and virtual events
- Event completion and evaluation

January '22

Beirut

Food Safety and Food Analysis

American University of Science and Technology (AUST)

- Undergone an introductory course in Food Safety and Food Analysis Certification

January '22

Beirut

Microsoft Office Specialist (MOS)

American University of Science and Technology (AUST)

- I achieved three Microsoft Office Specialist certifications in Microsoft Word, PowerPoint, and Excel issued by Microsoft

All certification documents can be provided upon request.