

Rita Geha

Highly motivated and customer-focused professional with a proven track record in community management and customer service.

EXPERIENCE

Front Desk Manager — Dance n' Attitude

2021 - 2023

- Guide visitors and new students, offering dance class information and providing a smooth arrival.
- Handle incoming calls, addressing dance class and event inquiries.
- Manage membership payments with precision.
- Supervise studio room schedules, ensuring availability for group classes, private sessions, and rentals.

PART TIME SECRETARY — DR. NAJIB HARRAN - PLASTIC SURGEON

2015 - 2019

- Managed all client appointments, welcomed customers at the clinic, and promptly addressed any clinical emergencies.
- Meticulously prepared patient files, alphabetically classified folders, and ensured efficient record-keeping.
- Punctually opened and locked up the clinic, catering to the needs of doctors and patients upon their arrival.
- Welcomed new merchandise and organized packages, fostering a well-organized clinic environment.

ARTISTIC MAKE-UP ARTIST — FREELANCE

2013 - PRESENT

- Combining personalized services, including home visits, to build a loyal customer base while collaborating with event management companies like Arts & Melon to provide artistic make-up services.

Previous Experience in Various Fields

2009 - 2016

- Shift Leader at an Italian restaurant "Vanellis"
- Hostess positions at "Crepaway" and "Joy Events"
- Secretary Assistant at "Hospitality Services", assisted with administrative tasks and coordinating outdoor events.
- Organized and maintained files at "Bankers" insurance.
- Saleswoman at "DT Jeans"
- Cashier at "Wooden Bakery"
- General Management and cashier duties at "Waves Aqua Park"
- Concert Ticketing and Customer Services at "Hilton Hotel"

Beirut, Lebanon

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SOFT SKILLS

Complex problem-solving abilities

Strong time management skills

Good public relations and communication skills

HARD SKILLS

Microsoft Office Suite (Word, Excel, Powerpoint)

Google Suite (Gmail, Calendar, Drive, Meet)

Social Media Posting and Management

EDUCATION

Ecole Hoteliere, Dekwaneh —
Technical Baccalaureate and
Dual System

2010-2013

Fields of Study:

Kitchen Cook and Hospitality

Institut Milo, Sarba + Institut
Technique, Beit Chabab

Beauty Guide Specialist

2015 - 2018

Fields of Study:

Beauty and skin care,
cosmetology, dermatology,
marketing, nutrition, and first
aid

LANGUAGES

Arabic: Fluent

English: Fluent

French: Intermediate

Spanish: Basic