

Sara Al Khoury  
Beirut, Lebanon  
+ (961) 3 – 547 946 | sarafkhoury@outlook.com

Experienced professional in facility management. Skilled in coordinating job assignments, sourcing and negotiating with vendors, and managing the timely procurement of materials and services to ensure project success.

## EDUCATION

---

**Lebanese American University – LAU** **Jbeyl, Lebanon**  
Bachelor in Hospitality and Tourism Management Fall 2020 – spring 2023

- **GPA:** 3.75
- **Relevant Coursework:** Kitchen Cooking and Baking, Introduction to Hospitality and Management, Wine/Business Etiquette and Protocol, Food and Beverage.

**Collège Des Saints Coeurs** **Jbeyl, Lebanon**  
Lebanese Baccalaureate II – Sociology and Economics June 2020

- **Relevant Coursework:** Sociology, Economics, Math, Sciences, and Philosophy.

## WORK EXPERIENCE:

---

**Vista Consulting (USA remotely)** **Amchit, Lebanon**  
Operations coordinator: September 2024- Present

- Dispatch jobs to external technicians
- Write quotes and negotiate prices with clients
- Manage projects and jobs
- Deliver a seamless service to the clients.

**Honest fixers (USA remotely)** **Jbeyl, Lebanon**  
Account coordinator: September 2023-September 2024

- Follow company rules for seamless service
- Assign tasks to external technicians
- Communicate clear job instructions to technicians
- Negotiate with clients for pricing and deals
- Handle urgent requests and deploy technicians swiftly
- Resolve issues during job execution
- Order parts and equipment for job sites
- Collaborate with team for consistent workflow
- Provide clients with quotations and job explanations

---

**Burj on Bay 5 Stars Hotel** **Tabarja - Lebanon**  
Commis chef Pastry Kitchen May 2023 – August 2023

- Maintain high culinary standards with attention to detail in preparation and presentation
- Prepare daily items like croissants, baguettes, and pain demi
- Inform chef of excess food for daily specials
- Read and follow dessert recipes accurately
- Ensure a safe and hygienic work environment

**LAU EVENT: live it love it, Lebanon will rise again.**

Spring 2022

I was part of the organization community behind a non-profitable event organized by the hospitality students for 600 guests at the Lebanese American University.

**Casino Du Liban**

Pastry Kitchen Intern

**Tabarja – Lebanon**

June 2022 – August 2022

- Managed inventory, stock rotation, and storage to minimize waste
- Maintained a clean work area and adhered to health and safety standards
- Learned and prepared various pastries, including Lebanese and international desserts

**The Broad**

Waitress

**Jbeyl – Lebanon**

June 2021 – September 2021

- Worked in a Teamwork Environment and followed the instructions of the team leader.
- Served and Communicated with Customers.
- Bused tables, presented menus, and seated customers.
- Memorized restaurant's food and beverage menu.
- Operated POS terminals customer orders, swipe credit cards, and enter cash amount received.
- Received training in proper food handling techniques.

**SKILLS**

---

**Languages:** Fluent in English; intermediate in French; fluent in Arabic;

**Personal Skills:** Motivated, Time Management, Communication, Team Work, Creative, and Passionate.

**Hobbies:** cooking, baking.

**Microsoft office:** word, power point, excel, outlook.