

TIA YOUNES

24 years old · Beirut, Lebanon · 961-71405323 tiaayounes@hotmail.com

I am an ambitious and energetic person who loves meeting new people and learning new things daily. As a management graduate with a variety of experience, I'm ready to explore new work fields.

EXPERIENCE

AUGUST 2020 – PRESENT

JEWELRY CONSULTANT, MIDAS JEWELRY

- Buying and selling Gold and Silver jewelry to customers
- Pricing jewelry items accordingly
- Resolving customer complaints and providing them with relevant information
- Responsible for handling transactions with customers and collecting cash
- Generating reports and information to the higher management
- Issuing invoices to customers
- Stocking shelves and counters with merchandise and Ensuring the store is clean and representative at all times

2019 – PRESENT

ACCOUNT MANAGER, WHOLESALE MIDAS JEWELRY COMPANY

- Managing portfolio of several key client accounts
- Building and maintaining strong client relationships
- conducting marketing research to stay informed about industry trends and competitor activities to provide valuable insights to clients
- Assisting in presenting jewelry items to customers and facilitating their purchase
- Generating invoices for clients upon purchases
- Proficient in the conversion of 22k, 21k, 18k, and 14k jewelry into 24 karats pure gold
- Receiving used gold from clients as payments and issuing invoices

JANUARY 2018 – APRIL 2020

POST OFFICE ASSISTANT, LEBANESE AMERICAN UNIVERSITY

Assisting students and faculty with handing keys, collecting and distributing mails

EDUCATION

JULY 2020

BS IN BUSINESS STUDIES, MANAGEMENT EMPHASIS, LEBANESE AMERICAN UNIVERSITY

Attended LAU for 3 years and graduated with an honors degree.

June 2017

LEBANESE BACCALAUREATE IN SOCIOLOGY AND ECONOMICS, LEBANESE EVANGELICAL SCHOOL FOR BOYS AND GIRLS (LES), BAABDA, LEBANON

Graduated the third in my class.

SKILLS

- Problem solving
- Teamwork
- Communication and negotiation skills
- Microsoft office word, excel, and PowerPoint
- Ability to work under pressure

ACTIVITIES

- Usher – Lebanese Evangelical School for boys and girls at graduation (June 2016)
- Member - LAU Nutrition Club (September 2018)
- Volunteer - Lebanese Food Bank (NGO) during a food drive event (September 2018)

WORKSHOPS

- Communication Across Personalities Workshop, by Mrs. Dania Saad (August 2018)
- Job search Strategies Workshop, by Ms. Aya El Mir (November 2018)

LANGAUGES

- Native language *Arabic*
- Fluent in written and spoken *English*
- Basic knowledge of *French* and *Spanish* languages