

## LUNA TONY ELL HAJJ

Lebanon-Dekweneh

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### OBJECTIVE

I am a recent graduate of Lebanese university (Jal el Dib branch) with master's degree in law and i'm looking to gain additional experience in my field. Searching for an open door to prove myself using my skills and knowledge.

#### Assistant in Hajj electronics

2020-2023

##### Responsibilities:

- Answering phones, directing calls, taking messages, and managing email correspondence.
- Managing calendars, scheduling appointments, and meetings, and sending reminders.
- Ordering supplies, managing inventory, and ensuring a clean and functional workspace.
- Maintaining organized filing systems and retrieving information as needed.

#### Tutor

2021-2023

##### Responsibilities:

- Private lessons for students in different classes (agenda).
- Holiday book.

#### Transcriptionist/Report Writer

2024

##### Responsibility:

- Transcribed a variety of audio/video content, including interviews, meetings, and presentations.
- Wrote clear and concise reports based on transcribed content, summarising key points and findings.
- Analysed data to identify trends and patterns and incorporated findings into reports.

## SPECIAL SKILLS

- Computer literate MS Office (Word, Excel, Power Point, Access...)
- Team working skills.
- Time management skills.
- Public speaking/Communication Skills.
- Organization skills.

## EDUCATION

- Master 1 Research in law.  
Lebanese university Beirut Jal El Dib Nov 2023 - July 2024.
- Bachelor of law at Lebanese university.  
Lebanese university Beirut Jal El dib2020-2023.
- Presenting third year in English literature.  
Lebanese university Beirut fanar.
- High school diploma.  
College Saint Joseph Soeurs des saints Coeur Ain Ebel 2006-2019.

## Extracurricular activities

- **Scout Saint Georges Rmeish:**
  - Team leader
  - Working as group with other members.
  - Lead and coordinate the team to facilitate growth and development.
  - Provide detailed information
- **Paramedic in the Lebanese red cross:**
  - First aid procedure
  - Help patients and provide them with necessary treatment.
  - Work to calm and reassure the injured person.
  - Help people when there is a disaster and guide them to avoid it.
- **PartyCraft owner:**
  - Responsible for conceptualizing and developing the event theme and overall design.
  - Managing event budget and payment.
  - Managing the social media pages.
  - Developing and implementing a content strategy aligned with the overall marketing goals.
  - Provided exceptional customer service, exceeding expectations, and resolving issues efficiently.

## Certificate

- Workshop on public procurement law with Gherbal Initiative.

### Languages

- **Arabic**  
Native or bilingual proficiency
- **English**  
Full professional proficiency.
- **French**  
Full professional proficiency