

THEA JABBOUR

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SUMMARY

Highly motivated management business graduate with a solid academic background and a keen interest in organizational effectiveness and strategic growth. Eager to apply foundational knowledge in business principles, market research, and process optimization. Known for being a fast learner with a strong ability to adapt quickly in new environments. Proficient in Microsoft Office Suite and dedicated to continuous personal and professional development. Ready to contribute to a dynamic team and grow within an organization while bringing a strong work ethic and fresh perspective.

WORK EXPERIENCE

Presentation Consultant

2024

- Assisted peers and managed academic groups by designing professional-grade presentations tailored to diverse topics.
- Focused on clarity, visual appeal, and impactful storytelling to enhance audience engagement.
- Gained a reputation for delivering innovative and effective content within tight deadlines.

Receptionist at Casino Du Liban

2023

- Managed front desk operations, including overseeing check-ins, membership programs, and financial transactions, ensuring seamless guest experiences and operational efficiency.
- Demonstrated exceptional financial management skills by processing payments, handling cash transactions, and ensuring compliance with strict financial protocols and policies.
- Maintained high standards of security, confidentiality, and professionalism while managing diverse guest interactions and fostering a culture of excellence.

Private Tutor- Self Employed

2022

- Provided one-on-one tutoring sessions in key business courses.
- Implemented customized study plans to align with individual learning styles, resulting in improved academic performance and practical understanding.
- Supported students in preparing for exams, assignments, and presentations, fostering confidence and critical thinking in the business field.

2021

Barista at Vee coffee shop

- Developed teamwork skills; collaborated with colleagues to ensure smooth operation during peak hours.
- Developed time management; successfully managed multiple tasks in a fast-paced environment, balancing customer service, order preparation, and cleanliness.
- Handled cash transactions accurately, maintained cash registers, and ensured the security of financial transactions.

EDUCATION

Lebanese American University- Blat, Jbeil	2021 - 2024
• Bachelor of Business Management	
College Saint Joseph - Aintoura	2021

ADDITIONAL INFORMATION

- **Skills:** Effective Communication, Accountability, Flexible, Task Management, Leadership and Emotional Intelligence, Critical Thinking, Teamwork, Multi-Tasker, Time Management, Project Management, Goal-Setting and Achievement.
- **Languages:** English, Arabic, French, Spanish
- **Certifications: Confidence Real Estate, Conference In LAU - 2023**
- Attended a comprehensive real estate conference hosted by Confidence Real Estate at LAU, covering principles, investment strategies, and market analysis.
- **Accomplishments: Volunteer, Caritas Lebanon - 2023**
- Contributed to various initiatives supporting economic development, livelihoods, health and social care, education, and emergency crisis intervention.
- Assisted in providing essential needs to underprivileged individuals and foreign refugees.
- Participated in environmental conservation efforts.