

Rawana EL DEEB

+961 71 78 25 01 | ✉ rawanadeebb@gmail.com | 🌐 LinkedIn.com/Rawana Deeb | 📍 Beirut, Lebanon

EDUCATION

Lebanese University Faculty of Science

· Masters in General physics

Fanar, Lebanon

2021– 2022

Lebanese University Faculty of Science

· Bachelor in Physics

Fanar, Lebanon

2017– 2021

College Des Soeurs Des Saints Coeurs

· Lebanese Baccalaureate–General sciences

Hadath, Lebanon

2002–2017

WORK EXPERIENCE

Branch Senior Supervisor| Malik’s Bookshop

Jan,2023-Present

- Analyzed sales data to identify trends and opportunities, refining reporting tools for informed decision-making.
- Coordinated a team of 25, fostering performance through structured feedback and evaluations.
- Streamlined operations and implemented inventory management systems, increasing efficiency by 90%.
- Developed and utilized tracking systems for sales and customer satisfaction, leveraging insights for strategy adjustments

Sales & Cashier| Malik’s Bookshop

Oct,2020-Jan2023

- Customer Relations & Communication: Delivered high-quality service by assisting customers with product selection and inquiries, building long-term relationships and supporting customer needs.
- Training & Support: Trained new employees on service protocols, emphasizing clear communication, adaptability, and a supportive approach—skills that transfer to engaging with diverse stakeholders in community projects.
- Financial Accountability: Handled cash transactions and balanced the cash drawer daily, demonstrating strong attention to detail and compliance with financial processes.
- Team Collaboration: Supported team members in ensuring a welcoming environment and organized product displays, contributing to positive engagement with visitors and peers

Social Media Specialist |Online Business and a Non-Profit Organization

Nov,2021-Aug2023

- Community Engagement & Content Creation: Developed impactful content on platforms like Facebook, Instagram, and LinkedIn, strengthening community outreach and engagement.
- Communication & Outreach: Enhanced online presence for a non-profit organization by curating content that resonates with diverse audiences, aligning with social impact goals.

Private Tutor

Sept,2019-Sept2023

- Education & Training: Provided individualized tutoring in math, physics, and chemistry, improving students' academic performance through tailored learning plans.
- Child Engagement: Cultivated a supportive learning environment, using creative methods to foster interest and resilience in young learners.

Summer Camp Animator | Vive La Vie

June,2016-Sept,2019

- Child Development & Psychosocial Support: Created and implemented educational activities focused on emotional and social development.
- Team Collaboration & Training: Trained peers on effective child engagement and coordinated activities, reflecting experience in managing play-based learning environments.

Volunteer

Youth Parish Movement

2010-Present

- Event Planning & Community Building: Organized and led workshops, summer camps, and youth events, fostering community engagement.
- Program Coordination: Worked closely with a team to implement impactful programs, contributing to youth development and providing a safe, inclusive environment.

Skills

Languages: Arabic (Native), French (DELF B2), English (Advanced)

Data & Tools: MATLAB, Power BI,

ERP System, Microsoft Office Suite (Excel, Word, PowerPoint)

Programming: C#, C++

Key Competencies:

- MERL System Management
- Data Analysis & Visualization
- Report Generation & Documentation
- Strategic Decision-Making Support
- Leadership & Team Coordination
- Analytical Problem Solving