

Nada Abou Dehn

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Dedicated and experienced Executive and Administrative Assistant, eager to reenter the professional workforce after a couple of years spent focusing on raising my young daughter, a decision I made to prioritize family during this important time. While my primary focus was on family responsibilities, I kept my skills current by taking on part-time administrative work for MetLife insurance company, contributing to specific projects to stay engaged and refreshed. Now, I am excited to return to the career I love and apply my expertise and enthusiasm in a full-time role.

Experience

AMERICAN UNIVERSITY OF BEIRUT MEDICAL CENTER

2017 – 2021

Administrative Assistant | Plant Engineering

Core Responsibilities: Provided comprehensive administrative support to the Plant Engineering Department, including planning, organizing, and coordinating activities to ensure effective management of all administrative tasks. Facilitated smooth and consistent communication and follow-up on departmental matters. Conducted monthly rounds and assisted in gathering and tabulating information for bid specifications. Led and implemented various administrative projects to enhance departmental efficiency. Supported the mission and vision of the American University of Beirut Medical Center (AUBMC) and the objectives of the department.

Administrative Duties:

- Executed a wide range of clerical tasks, including bookkeeping, document preparation, copying, faxing, and mailing.
- Developed and modified key documents, such as invoices, reports, letters, financial statements, online requests, and database applications.
- Conducted research, compiled data, and prepared reports as needed.
- Generated monthly time and statistical reports, including payroll for different employee categories.
- Collaborated with the Comptroller's Office to manage and reconcile departmental financial transactions.
- Prepared various analytical reports to monitor workload, expenditures, revenues, and productivity metrics.
- Assisted in the preparation and management of the annual budget.
- Followed up with relevant parties regarding the payment and renewal of maintenance contracts.
- Supervised the Control Room operations within the Plant Engineering Department.
- Utilized the INFOR system for departmental tasks and projects.
- Managed bid tabulation and collection of specifications.
- Contributed to the AUBMC Signage Project.

Office Management:

- Oversaw all aspects of general office coordination to ensure a productive work environment.
- Maintained the office calendar to efficiently manage workflow and schedule meetings.
- Established and optimized an efficient filing and archiving system for office documents.
- Coordinated office services, including managing personnel records, staff absenteeism, and sick leave documentation.
- Monitored adherence to scheduling agreements and reported any violations to supervisors.
- Ensured the timely preparation and processing of administrative agreements and forms.

Additional Responsibilities:

- Served as a liaison for internal and external communications, including coordination with suppliers and contractors.
- Attended committee meetings as assigned.
- Undertook special projects and assignments as required to support departmental objectives.

2011 – 2017

Office Assistant | Plant Engineering

Administrative Duties:

- Drafted, edited, and finalized a wide range of documents, including letters, memos, presentations, manuals, statistical reports, announcements, meeting minutes, and specialized reports.
- Managed departmental inventory by monitoring supply levels, preparing procurement requests, and maintaining organized storage.
- Recorded, registered, and filed all departmental documents and correspondence, while continually enhancing the filing system for efficiency.
- Entered and managed data related to order charges and other administrative functions.

Client Relations and Communication Support:

- Responded to inquiries and provided information through both verbal and written communication.
- Acted as a liaison between the department and internal and external contacts.
- Assisted in welcoming and directing visitors, providing them with pertinent information.
- Delivered routine information to callers and ensured effective communication flow.

2008 – 2011

Junior Office Assistant | Plant Engineering

Administrative Duties:

Performed a range of secretarial, clerical, and administrative tasks to support the Plant Engineering Department, including:

- Managing telephone communications and handling inquiries related to departmental operations.
- Typing, formatting, and printing documents from computer systems.
- Maintaining and coordinating the departmental appointment diary and scheduling meetings.
- Organizing, updating, and maintaining filing systems and records.

- Managing incoming and outgoing mail, including dispatching, distributing, and logging correspondence.
- Drafting routine correspondence and distributing internal paperwork, notices, and circulars.
- Addressing general queries related to the Plant Engineering office.

Education

MAY 2007

Bachelor's Degree in Law

Lebanese University

Skills

- **Administrative Support:** Efficient in managing administrative tasks and coordinating departmental activities.
- **Office Management:** Skilled in office coordination, calendar management, and document filing.
- **Communication:** Strong verbal and written communication; experienced in client and stakeholder liaison.
- **Document Preparation:** Proficient in drafting, editing, and managing a variety of documents.
- **Data and Financial Management:** Experienced in data entry, reporting, bookkeeping, payroll, and budgeting.
- **Project Coordination:** Effective in organizing and executing administrative projects.
- **Problem Solving:** Strong analytical skills and attention to detail in resolving administrative issues.
- **Software Proficiency:** Competent in using office software, including INFOR and database applications.
- **Time Management:** Ability to prioritize tasks and meet deadlines.

Languages

English: Fluent

Arabic: Mother Tongue

Interests

History, watching documentaries

Reading, listening to music

References

Available upon request