



Nour Jammoul

 nourrjammoul01@gmail.com

 +961 81 845 127

 Lebanon

PROFILE

Organized and dependable candidate, successful at managing multiple priorities with a positive attitude. Willingness to take on added responsibilities to meet team goals.

EDUCATION

BA in English
Lebanese American University
09/2020 – 12/2023 | Beirut, Lebanon

SKILLS

Communication	<div><div></div><div></div><div></div><div></div><div></div></div>
Scheduling	<div><div></div><div></div><div></div><div></div><div></div></div>
Microsoft	<div><div></div><div></div><div></div><div></div><div></div></div>
Management	<div><div></div><div></div><div></div><div></div><div></div></div>
Customer Service	<div><div></div><div></div><div></div><div></div><div></div></div>

LANGUAGES

Arabic	<div><div></div><div></div><div></div><div></div><div></div></div>
English	<div><div></div><div></div><div></div><div></div><div></div></div>
German	<div><div></div><div></div><div></div><div></div><div></div></div>

PROFESSIONAL EXPERIENCE

Operational Specialist

IBC Group
09/2024 – present | Beirut, Lebanon

- Monitoring groups.
- Monitoring pipeline.
- Overseeing PA performance and following up for action steps.
- Weekly sales reports and overview.

PT Registrar Office Assistant (4 month contract only)

Lebanese American University
03/2024 – 06/2024 | Beirut, Lebanon

- Worked as a Part-time assistant.
- Answered emails and phone calls.
- Reviewed applications.

Booking Agent

Rivet Communications Inc.
03/2023 – 10/2023 | Beirut, Lebanon

- Booked clients with their insurance agents.
- Managed schedules.

English Tutor

The Tutor Spot
10/2022 – 07/2023 | Beirut, Lebanon

- In-home English tutoring.
- Helped out with school agendas and exams.

English Intern

Codi Tech
09/2022 – 05/2023 | Beirut, Lebanon

- One-on-one sessions with the students.
- Graded and helped with tasks.
- Did presentations.

Salesperson

Secrets Cakes
05/2022 – 08/2022 | Beirut, Lebanon

- Resolved concerns using strong communication skills.
- Maintained customer satisfaction and quickly resolved issues.
- Took orders from customers.