

# Clara Jarjoura

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## Education

### Université Saint Esprit de Kaslik, USEK

Business management and entrepreneurship  
GPA 86.02

2022-2025

### Collège des sœurs des saint cœurs bauchrieh

Economical science

2007-2021

## Professional Experience

### Bob Finance, *Brand Ambassador*

September- current

- Educate new users on how to use the app's features effectively.
- Share testimonials and success stories to encourage app adoption.
- Help recruit new users through word-of-mouth marketing

### Pharmaline, Malia group, *Sales coordinator*

June- August 2024

- Processed customer orders, returns, and cancellations.
- Established new customer accounts and maintained accurate records.
- Utilized Oracle software to input and manage sales data.
- Gained proficiency in product knowledge and pricing strategies.
- Assisted in tender sales processes, including discount calculations and documentation.

### Marche St.Simon, *Cashier and floor manager*

January 2018- May 2024

- Communicated with suppliers to place orders, negotiate prices, and ensure timely deliveries, while inspecting received goods for quality and accuracy.
- Proficiently adapted to diverse payment modalities, including cash, credit/debit cards, mobile payments, and vouchers, ensuring seamless transactions
- Executed proficient handling of customer transactions utilizing advanced cash register systems, ensuring swift and accurate processing
- Efficiently managed incoming calls, providing information, addressing customer inquiries, contributing to a streamlined communication process within the organization

## Extra-Curricular Activities

### Human rights club at SSCC Bauchrieh

September 2019- June 2021

- Public relations officer
- Organize events
- Teach about the SDGs (Sustainable Development Goals)

### B-green SSCC Bauchrieh

September 2019- June 2020

- Recycling and sustaining trash

### Scout du Liban

January 2012- December 2016

- Guided fellow Scouts through various outdoor activities, fostering teamwork, communication, and problem-solving abilities
- Spearheaded a team of Scouts during several events, demonstrating effective leadership skills in planning, organizing, and delegating tasks

## Skills and Interests

**Languages:** Fluent in English, French and Arabic

**Computer skills:** Email, Microsoft Word, Excel, PowerPoint, Canva, Oracle

**Interests:** traveling, cooking, reading, knitting