

# Cerena CHAMI - Resume

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## Profile

Motivated, adaptable, and results-driven management graduate with experience in accounting and client relations. Skilled in financial management, budgeting, and administrative support. Seeking opportunities to apply my skills and grow in a dynamic professional environment.

## Skills

- Microsoft Office 365 (Excel, PowerPoint, Word)
- Google Office Suite (Google Meet, Google Sheets)
- Cisco Jabber
- Financial Management & Budgeting
- Administrative Support

## Employment History

### Al Bayan School - Accountant (2022 - 2023)

- Managed financial records, budgeting, and reporting for the school.
- Processed invoices, payroll, and other financial transactions accurately.
- Ensured compliance with financial regulations and school policies.
- Assisted in financial planning and cost management strategies.

### Creative Story Media Production Agency - Freelance Account Manager (2024 - 2025)

- Managed multiple client accounts, ensuring smooth communication and project execution.
- Developed digital marketing strategies tailored to each client's brand objectives.
- Coordinated with production teams to create engaging and visually compelling content.
- Provided analytics and performance reports to optimize campaign effectiveness.

### Private School - Teaching Assistant

- Assisted in writing a book in French under a distance education program.

- Provided tutoring support to classmates in various subjects.

## Education

### Lebanese International University (LIU) 2019 - 2021

Graduated with a Business Management degree (BA) - GPA: 3.29

### Nouvelle École des Frères 2018

Graduated with an official diploma in the Economics branch (SE)

### École Notre Dames des Grâces 2015 - 2017

### Nouvelle École des Frères 2003 - 2014

## Achievements

Successfully executed a university project demonstrating the impact of music on consumer behavior by integrating it into advertising strategies. This enhanced my understanding of business dynamics and marketing psychology.

## Personal Qualities

- Ambitious and determined
- Team-oriented with strong interpersonal skills
- Quick and efficient in task execution

## Languages

- French
- English
- Arabic
- Spanish

## Hobbies

- Horse riding
- Swimming