

LARISSA ABDELKHALEK

STUDENT

 +961 76 88 06 98

 larissaabdelkhalek@gmail.com

 Aley - Mount Lebanon

EXPERIENCE

Relationship Builder (Customer Service Representative) - Maidsc

Delivered personalized customer service, resolving client issues and building strong relationships through clear communication and empathy.

2025

Freelance Graphic Designer

Created custom branding materials for diverse clients, managing full design projects using Canva & Photoshop

2021 - Present

Private Tutor

Provided personalized academic support to students, adapting lessons to individual needs and learning styles. Assisted with homework, exam prep, and progress updates to parents.

2021 - 2024

Manager - Star resto cafe

Supervised staff and operations in a fast-paced setting, ensuring quality service and customer satisfaction while strengthening leadership and teamwork skills.

2019 - 2021

EDUCATION

CIS - College

Interior Design

Present

University of Balamand

Medical Lab (PreMed)

2022 - Present

Conservatory

Violin Performance, Solfège, and Music Theory (FM)

2013 - 2019

LANGUAGE

Native: Arabic

Fluent: English

Beginner: Turkish and French

SKILLS

1. Technical Skills

- Canva, Adobe Photoshop
- Microsoft Office (Word, Excel, PowerPoint)
- AutoCAD (beginner)
- Social media tools

2. Communication Skills

- Client communication
- Active listening
- Public speaking

3. Leadership & Organization

- Team coordination
- Time management
- Problem-solving under pressure

4. Customer Service

- Relationship building
- Conflict resolution
- Service excellence

5. Music Skills

- Violin
- Solfège
- Music theory

VOLUNTEER EXPERIENCE

Throne of Hope - *Majdelbaana, Lebanon* *Co-Founder of the NGO*

2022 – Present

- Co-founded the NGO to support community development
- Led local initiatives and secured funding through grants and donor outreach
- Designed programs focused on long-term impact and palliative care support

Raha Wa Malath Majdelbaana, Lebanon *Active Member*

2022 – Present

- Supported palliative care patients and humanitarian outreach
- Assisted in organizing local aid events and volunteer efforts

LARISSA ABDELKHALEK

Undergraduate

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CERTIFICATES, TRAININGS, WORKSHOPS

Drafting Foundations - via LinkedIn Learning

AutoCAD For Beginners - *via Alison*

Customer Service Managing Customer Expectations - via LinkedIn Learning

Developing a Service Mindset - via LinkedIn Learning

Graphic Design - Graphic and Visual Design - *via Alison*

Designing Animated PowerPoint Slides - *via Alison*

Microsoft Excel Formulas and Functions - *via Alison*