

YASMINA TAHA

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Address: Beirut, Lebanon

EDUCATION

BS in Business-Marketing

Minor in Psychology

Lebanese American University

Jan 2022-May 2025

GPA: 3.45

WORK EXPERIENCE

AUTO KHALED, INTERNSHIP

AUGUST 1 2025 - AUGUST 31 2025

- Effectively managed customer inquiries, ensuring high-quality service and satisfaction.
 - Oversaw scheduling, record-keeping, and client account management to enhance logistics and operations.
 - Facilitated internal coordination among team members to improve workflow and efficiency.
 - Delivered professional customer support, resolving concerns and gathering feedback to refine business strategies.
 - Assisted in issue resolution, ensuring a seamless and positive customer experience.
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EXTRACURRICULARS

Volunteer | LAU Summer Camp

KEY SKILLS

- Content Creation (Canva, Capcut), Microsoft Office (PowerPoint, Word, Excel)
- Fluency in English, Arabic and French
- Communication Skills, Time Management, Ability to work under pressure