

Nancy Bteich

OBJECTIVE

My primary objective is to obtain an administrative position where I can utilize my organizational, communication, and multitasking skills to ensure smooth office operations and contribute to the overall efficiency and success of the team.

DATE OF BIRTH

27 MAY 1992

MARITAL STATUS

Married (2 kids)

ADDRESS

Beirut – Cola

PHONE

+961 70446911

EMAIL

nancybteich@hotmail.com

PERSONAL SKILLS

Organization

Patience

Multitasking

Problem solving

Attention to details

EXPERIENCE

JUL 2022 – JUL 2023

Preschool teacher | Mother Goose Nursery | Verdun Beirut

APR 2021 – JULY 2021

Supervisor | Freindzee Daycare | Cornish Al Mazraa Beirut

OCT 2019 – FEB 2020

Toddler teacher | Mother Goose Nursery | Verdun Beirut

FEB 2017– MAR 2017

Toddler teacher | Tiptoe Daycare | Salim Slam Beirut

- Plan and lead engaging activities to teach basic concepts like colors, numbers, letters, and shapes.
- Encourage social skills and self-confidence through interactive play and group activities.
- Maintain a safe, clean, and welcoming classroom environment.
- Communicate with parents, tracked child progress, and handled daily administrative tasks.

JUN 2014 – APR 2015

Hostess | Republic | Kaslik

- Warmly greet guest
- Answer incoming calls and make reservations
- Give quick information and directions to guests

OCT 2013 – JUN 2014

Sales & Cashier | F1 Pitlane | Kaslik

- Provide customer service
- Handle all cash and credit card transactions
- Operate a computer system (Omega)

SEP 2010 – OCT 2013

Front desk | Faraya Village Club | Faraya

- Handle front desk duties including calls, emails, guest hospitality, and in-person queries.
- Manage administrative tasks such as data entry, invoicing, and issue reporting using HotelDruid system.
- Maintain a clean, organized reception area to ensure a professional and welcoming environment.

HOBBIES

Crafts and DIY
Gardening
Ski

JUL 2009 – SEP 2010

Tennis court supervisor | Tital | Kfazebian

- Handle phone calls and customer inquiries
- Schedule tennis court reservation

EDUCATION

Arts, science & technology university in Lebanon | Kaslik
Bachelor’s degree in Graphic Design 2010 - 2014

LANGUAGES

Arabic ●●●●●
French ●●●●●
English ●●●●●

REFERENCES

Available upon request