

**LYNN ELMIR***Beirut, Lebanon**Lynn.elmir@gmail.com**(961)70298854*

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**Career Objective**

Ambitious and self-driven professional balancing multiple roles while strategically building a strong foundation for long-term career growth. I am dedicated to developing my skills, gaining diverse experiences, and contributing effectively to every role I take on. My goal is to combine personal passion with professional excellence to create meaningful impact, drive results, and continuously evolve as a competent and versatile professional.

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**Professional Experience****Work Experience**

**Feb 2025 - Present   Student Support & Operations Coordinator   Sacré-Cœur, Beirut**

- Coordinating individualized learning plans for autism students, ensuring smooth classroom operations.
- Implementing structured behavioral and psychomotor programs, optimizing time and resources for maximum student progress.
- Collaborating with teachers, therapists, and parents, streamlining communication and operational processes for effective support.
- Monitoring and documenting student development, applying data-driven insights to improving strategies and outcomes.

**Achievements:**

- Coordinating individualized learning plans for 10+ students, resulting in a 20% improvement in target skill acquisition over six months.
- Streamlining classroom operations, reducing administrative delays by 30% and improving resource utilization.

**Feb 2019 - Jan 2025   Sales & Operations Associate   EIMir General Trading Company**

- Managed procurement, pricing, and inventory for foodstuffs and tobacco products.
- Coordinated sales operations and maintaining strong relationships with suppliers and clients.

- Handled accounting tasks, invoicing, and financial record-keeping to ensure accurate reporting.
- Supported business growth strategies and optimizing operational efficiency.

#### Achievements:

- Increased monthly sales by 15% through effective client management and strategic product sourcing.
- Streamlined inventory processes, reducing stock discrepancies by 20% and improving operational accuracy.

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### Entrepreneurial Experience

**Jan 2025 - Present    Digital Sales & Operations Lead                      Aranelle Beirut**

- Managed online sales operations, including order processing, inventory, and fulfillment.
- Sourced products and coordinated international shipping and logistics.
- Oversaw digital marketing and social media to boost sales and brand visibility.
- Analyzed sales data and market trends to optimize operations and revenue growth.

#### Achievements:

- Built brand reputation from scratch, achieving 5% monthly sales growth.
- Reduced procurement costs by 15% through supplier negotiations and sourcing optimization.
- Increased customer retention rate by 20% through improved service and delivery efficiency.

**Ramadan 2023&2024    Kiosk Operations & Sales Coordinator                      Foodie Land**

- Coordinating with event planners to provide kiosk services and ensure customer satisfaction.
- Managing supplier communications to source high-quality dessert ingredients, kitchen equipment, and utensils.
- Overseeing health & safety compliance within the kiosk operations.
- Conducting quarterly pricing and SWOT analysis to optimize business growth.

#### Achievements:

- Successfully increased daily sales during Ramadan by optimizing product offerings and service quality.
- Built a repeat customer base through consistent quality and excellent customer service.

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### Internships

- **Aug 2024 – Sep 2024            Oasis De Vie**  
Gaining experience in elderly care and patient interaction.
- **Oct 2023 – Jan 2024            Professor Jamal Hafez's Clinic**  
Completing a 40-hour psychology internship under professional supervision.

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## Volunteering & Community Engagement

- **Jan 2025 – Present      Children Cancer Center**  
Providing emotional support and companionship to children undergoing treatment, organizing recreational activities, supporting families, and collaborating with healthcare professionals to enhance patient wellbeing.
- **Sep 2021 – Aug 2024      LAU - Psychology & Social Work Clubs**  
Contributed to events, workshops, and discussions; promoted collaboration and intellectual exchange; supported community outreach initiatives and social programs.
- **Feb 2023      Stars Academy – South Lebanon**  
Assisted in school events and organized activities for children at Al Rabiah Al Haditha School.
- **Sep 2022 – Jan 2023      MMKN Academic Support Programs**  
Served as a volunteer teacher, creating engaging lesson plans, fostering inclusive classrooms, and collaborating with staff to enhance educational programs.

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## Education

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|------------------------------|---------------------|---------------------|
| • <b>Sep 2021 - Jun 2024</b> | <b>B.B.A Degree</b> | <b>LAU, Lebanon</b> |
| <b>Psychology</b>            |                     |                     |
| • <b>Jan 2025 - present</b>  | <b>MBA Degree</b>   | <b>LAU, Lebanon</b> |
| <b>Undergraduate</b>         |                     |                     |

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## Hard & Soft Skills

- Sales & Operation
- Digital & Marketing
- Coordination & Leadership
- Analytical & Research
- Education & Tutoring
- Communication & Interpersonal
- Adaptability

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## Languages

- Arabic: Native
- English: Fluent (Writing, Reading, and Speaking)
- French: Fluent (Writing, Reading, and Speaking) completed Delf B2 Exam