

BOSHRA MALISS

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PROFESSIONAL EXPERIENCE

Law Office Assistant , Adham Law Firm Jun 2024 - Present

- Scheduled and organized client meetings, court dates, and legal proceedings for attorneys.
- Organized case files and maintained an efficient filing system for quick retrieval and compliance with legal standards.

Tutor Dec 2023 - Present

- Supporting students with learning difficulties by implementing individualized teaching strategies that adapted to their needs and boosted their confidence in academic subjects.

Admission coordinator, Salamcou Tours, Cornish Mazraa Nov 2023 - May 2024

- Completing and submit visa applications for various purposes (work, family, government visits) to the Saudi embassy, including managing required documents and attestations
- Assisting customers with services, and verify the accuracy and validity of documents in the system.

Assistant Manager Phil & Joe, Achrafieh Jan 2022- Jun 2023

- Managing time by arranging and confirming appointments, preparing schedules for staff breaks and weekly activities, and handling correspondence, reports, and documents.
- Ensuring attention to detail in cash management, manage social media accounts, and oversee related activities.

Sales Representative Carissima, ABC Verdun Jun 2021 - Dec 2021

- Handled store operations, including opening, closing, and cash management.
- Delivered excellent customer service by assisting with shoe selection and providing product recommendations.

EDUCATION

- **Master of Business Administration - LIU** In progress
- **B.S. in Computer Engineering - LIU** Oct 2021 - Sep 2024

LANGUAGES

- **Arabic** *Native Proficiency*
- **English** *Advanced Proficiency*
- **French** *Basic Proficiency*

SKILLS

Soft Skills: Problem Solving - Time Management - Task Management - Decision Making
Digital Skills: MS Office Suite - WordPress - HTML - CSS - JavaScript - Data Sorting - Network System Design - Object Oriented Programming - Search Engine Optimization

CERTIFICATES AND TRAININGS

- Web Development Level 2 - Bedayati (2025)
- Web Development Level 1 - Bedayati (2025)
- Project Management - INJAZ Lebanon (2025)
- FinFit Program - INJAZ Lebanon (2025)