



Maria Chamoun

Operations & Coordination Manager | Apparel & Manufacturing Environments

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PROFILE SUMMARY

Operations and coordination professional with solid experience managing workflows, teams, suppliers, and production processes within apparel, uniform, and retail environments. Proven ability to oversee daily operations, align cross-functional teams, monitor quality and inventory, and ensure smooth execution from planning to delivery. Brings strong organizational discipline, people management skills, and hands-on coordination experience in fast-paced settings.

CORE COMPETENCIES

Operations Coordination, Workflow & Process Optimization, Team Supervision, Production Follow-up, Inventory & Stock Management, Supplier & Vendor Coordination, Quality Control, Scheduling & Planning, Reporting & Documentation, Communication

PROFESSIONAL EXPERIENCE

Operations Manager – Pop Up Concepts SARL (Jan 2024 – Jul 2025)

- Led daily operational activities across staffing, stock handling, and in-store execution.
- Recruited, trained, scheduled, and supervised staff to ensure consistent operational standards.

- Implemented inventory tracking and control procedures to improve stock accuracy and turnover.
- Coordinated with suppliers and internal stakeholders to ensure timely product availability.
- Ensured operational compliance with brand guidelines and procedures.

Garment Sizing Assistant – Assiotex Group (Nov 2024)

- Supported large-scale uniform production by coordinating accurate garment sizing for military personnel.
- Worked closely with tailoring teams to ensure compliance with technical fit and quality requirements.
- Assisted in maintaining smooth production flow under strict accuracy and deadlines.

Production Manager – Liban Tissus (Aug 2022 – Oct 2023)

- Managed daily production operations including workflow planning and staff supervision.
- Coordinated production schedules and communicated plans across departments.
- Translated client briefs into operational production requirements.
- Monitored quality checkpoints and addressed production issues.

Production Coordinator – EM Uniform & Safety Equipment (Oct 2018 – Jul 2022)

- Coordinated production activities between tailoring teams, suppliers, and logistics.
- Followed up on material sourcing to prevent production delays.
- Oversaw packing and delivery operations aligned with production timelines.

Mystery Shopper / Operations Evaluator – TREX Training Experts (Nov 2023 – Present)

- Evaluated service quality, operational consistency, and staff performance.
- Prepared structured reports with actionable feedback.

EDUCATION

Bachelor Degree in Business Management & Accounting – American University of Culture and Education

Technical Baccalaureate – Accounting Management – Centre Internationale des Sciences Techniques

SKILLS

Operations coordination, planning, time management, multitasking, problem solving, team communication, Microsoft Office, Accounting system “Capital”

LANGUAGES

Arabic, English, French, Italian