

TALA
HAZOURI

PROFILE

13 September 2002
Saudi National

CONTACT

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Personal Attributes:

- Excellent Verbal and Communication skills
- Well-developed management and problem-solving skills
- Work ethic
- Time Oriented
- Task Oriented

Languages

- English Language: Expert
- Arabic Language: Expert
- Turkish Language: Intermediate

EDUCATION

Lebanese American University (LAU)- Beirut, Lebanon
2022 –2025 (bachelor's degree) (Hospitality & Tourism Management)

Distinguished List | GPA: 3.61/4.00
Honors List (2x) | GPA: 3.46/4.00

Lebanese American University (LAU)- Beirut, Lebanon
2020 – 2022 (Freshman Year)

Ras Beirut International School (RBIS)- Beirut, Lebanon
Grade 10- Grade 12

WORK EXPERIENCE

StepSwee (Wedding Planning &Events) / ViceVersa Entertainment – Internship (Beirut, Lebanon)

May 19 – June 19 (1 month)

- Assisted in the planning, coordination, and execution of a wide range of events, including corporate functions, private parties, weddings, and live entertainment shows.
- Supported logistics such as venue setup, vendor coordination, guest list management, and on-site event assistance.
- Worked closely with singers, performers, and club managers to help negotiate and arrange entertainment deals for nightlife events.
- Participated in organizing themed weddings, gaining experience in liaising with companies and suppliers to bring creative concepts to life.
- Contributed to creative brainstorming sessions for event themes, marketing strategies, and audience engagement activities.
- Managed administrative tasks including client communication, budget tracking, and post-event reports.

InterContinental Hotel Jeddah – Reservations Agent (Jeddah, Saudi Arabia)

October 2024 – December 2024

- Handled multiple inbound phone calls from guests seeking hotel rooms and special events.
- Negotiated rates and sell rooms maximizing revenues.
- Provided exceptional customer services by addressing guest inquiries, resolving booking conflicts, and offered tailored recommendations for accommodations and services.
- Collaborated with sales and front desk teams to ensure smooth guest check ins and special requests were fulfilled promptly.
- Utilized reservation management systems to update, modify, and confirm bookings while maintaining up to date guest information and preferences.
- Demonstrated strong attention to details, multitasking skills, and the ability to work efficiently under pressure in a fast-paced environment.

InterContinental Phoenicia Hotel – Internship (Food & Beverage Department)- (Beirut, Lebanon)

August 7 – August 30, 2023

- Learned the hotel's quality standards.

- Rotated around the F&B department such as (Lobby lounge, Breakfast Area Buffet, Room Service, and Banquet)
- Learned the duties in the Food & Beverage Department.
- Assisted in managing daily operations of the food and beverage department.
- Supported event planning and execution, including banquets, conferences, and special occasions.

Sidra Company- Promoter (Jeddah, Saudi Arabia)

December 7th – 15th (2021)-Al Balad Food Feast Festival

- Sold tour guide tickets for tourists and locals.
- Collaborated with guests about information of the event with its different locations.

Sharbatly Company- Promoter (2021) Jeddah, Saudi Arabia

(Hyatt Park Hotel)

- Promoted Montana Water (Italian Water Company)
- Explained about the different types of sizes, and information about the water.

Nespresso Company- Promoter (2021) Jeddah, Saudi Arabia

(Hyatt Park Hotel)

- Explained different types of coffee and coffee machines available at Nespresso.