

# Pietra-Nada Gédéon

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**Objective:** Seeking a corporate role to apply strong interpersonal, communication, and teamwork skills in a professional business environment.

## **Education:**

**Lebanese University** – Fanar, Lebanon

Bachelor's Degree in Psychology

Oct 2022 - Present

**Collège des Frères Mont La Salle** – Ain Saade, Lebanon

Lebanese Baccalaureate - *Technique Comptable*

May 2021

## **Work Experience:**

**SmartSource S.A.L. SS2** – Ashrafieh, Lebanon

Assistant Coordinator

Oct 2025 - Dec 2025

- Coordinated daily operations for Canadian projects, ensuring alignment and compliant business standards on requirements, updates, and timelines
- Prepared and maintain reports and operational documentation for the Canadian team
- Provided administrative and operational support to the Canada Coordinator or Manager

**Khalil Masri et Fils SAL – Kompass Database** – Jisr El Bacha, Lebanon

Production Division Intern

Oct 2025 – Dec 2025

- Conducted client outreach calls to verify and update information, ensuring database accuracy and data quality
- Prepared reports and documentation; coordinated with operations, data, marketing, and sales teams to support workflow efficiency

**Global Corporate Consultants (GCC)** – Jdeideh, Lebanon

Data Entry Officer

Sept 2024 – Feb 2025

- Inputted and organized confidential data following company policies
- Managed and updated customer databases
- Assisted with document filing and organization

**Café Bassili** – Ashrafieh, Lebanon

Jan 2024 - Mar 2024

**McDonald's** – Badaro Branch, Lebanon

Sept 2021 – Nov 2023

- Greeted and engaged with customers in a professional manner, ensuring an exceptional service experience
- Took customer orders and delivered food and beverages
- Swiftly and professionally addressed any customers complaints and reported to management

**Diffa Agency** – Beirut, Lebanon

Hostess & Promoter

June - Sept 2024/Apr - Nov 2021

## **Computer Skills and Languages:**

Microsoft Word, Excel, PowerPoint

Arabic (Native), French (Fluent), English (Fluent)

## **Extracurricular Activities:**

Former member of the Lebanese Guides Association - Chief Assistant, responsible for supervising and coordinating activities for over 30 children aged 8–11.

**References:** Available upon request