

LEA JABRA

CONTACT

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PROFESSIONAL EXPERIENCE

Freelance Graphic Designer | 2023-2025

- Designed digital and print materials for various clients (social media, websites, brochures, etc.)
- Proficient in Adobe Creative Suite (Photoshop, Illustrator, InDesign)
- Worked with diverse clientele including businesses, nonprofits, and individuals

Diploma Coordinator | February 2025- August 2025

Sports Academy School - Antonine Baabda

- Planned, organized, and coordinated diploma program schedules, logistics, and class operations.
- Served as the primary liaison between instructors, students, and administration, ensuring smooth communication and course delivery.
- Managed registration, attendance, evaluations, and documentation while providing guidance and support to students and faculty.

Customer Service | April 2023- February 2025

Performance First Gym- Antonine Baabda

- Delivered engaging gym tours for new and prospective members, highlighting key amenities and services.
- Managed all aspects of membership administration, including sign-ups, renewals, cancellations, upgrades, and accurate record maintenance.
- Resolved member concerns promptly and professionally, boosting satisfaction levels by 24%.
- Strengthened customer experience and retention, contributing to a 20% growth in overall membership through personalized support and consistent follow-ups.

Receptionist | 2022-2023

Performance First Gym- Antonine Baabda

- Welcomed members and guests with a friendly approach, providing information and assistance at the front desk.
- Managed memberships, including sign-ups, renewals, cancellations, and payments, while maintaining accurate records.
- Supported a 20% membership increase through professional service, effective communication, and organized front-desk operations.

EDUCATION

Antonine University | 2025

Bachelor's in Design and Advertising

PROFESSIONAL SKILLS

Microsoft Office and web research proficiency

Proficient in Web Design, Branding, and Adobe XD.

Skilled in Adobe Illustrator and Adobe Photoshop.