

CLARITA SASSINE

North Lebanon, Lebanon | +961 71 989 544
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Summary

Results-driven Business Management student with a proven track record in administrative coordination and team leadership. Highly adaptable professional with experience managing complex operations in both educational and high-pressure hospitality environments. Skilled in multicultural communication and strategic problem-solving, with a strong commitment to organizational excellence and efficiency

Education

- **Bachelor of Business Administration (BBA)** | Lebanese International University (LIU) *October 2023 – Present*
- Major: Business Management Administration (Third Year).
- **Lebanese Baccalaureate** | Tannourine Official High School *Graduated July 2023*

Experience

Assistant to the Director | Ecole Noubarian Kherimian, Lebanon *Oct 2025 – Dec 2025*

- Manages daily office workflows and coordinates faculty schedules.
- Acts as the main point of contact between staff and administration.
- Ensures school policies and regulations are followed correctly.

Captain Waiter (Seasonal) | Florida Beach, Lebanon *May 2025 – Sept 2025*

- Led a service team to ensure high hospitality standards.
- Solved guest issues quickly in a high-pressure environment.
- Organized team tasks to meet daily operational goals.

Receptionist (Seasonal) | Florida Beach, Lebanon *June 2024 – Sept 2024*

- Handled front-desk tasks, reservations, and guest check-ins.
- Communicated with different departments to provide smooth service.
- Managed financial transactions and kept accurate office records.

Waitress | Amasi, Tannourine *July 2023 – Oct 2023*

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- Provided high-quality customer service and managed dining area setup.

Cashier & Waitress | Pizzanini, Dahr El Ein *Oct 2022 – Feb 2023*

- Processed payments and served customers in a fast-paced setting.

Group Leader | Scout Du Liban, Lebanon *July 2019 – Present*

- **Leads** humanitarian and social service projects, fostering community engagement.
- **Organizes** regional events and youth development programs in a structured team.
- **Trains** and mentors junior members in leadership and teamwork skills.

Concentration: Sociology and Economics. Skills & Leadership

- **Leadership:** Active Member of **Scouts Du Liban** (2019–Present); experienced in community service and team-based leadership development.
- **Technical:** Microsoft Office Suite (Word, Excel, PowerPoint), Office Management, Digital Content Strategy, Basic AI Tool Proficiency.
- **Soft Skills:** Intercultural Communication, Multitasking, Adaptability, Policy Compliance, and Strategic Planning.
- **Languages:** Arabic (Native), French (Fluent), English (Fluent)