

Joy Meouchy

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Professional Summary

Operations and administrative professional with experience supporting business operations, digital platforms, and reporting workflows. Skilled in Excel, data organization, operational coordination, and system administration. Technically literate with a background in software systems, enabling effective collaboration with engineering and technology teams. Experienced in managing multiple operational processes, coordinating with suppliers and logistics providers, and supporting data-driven decision making.

Core Skills

Operations & Coordination: Procurement, supplier management, inventory control, logistics coordination, operational reporting

Product & Project Support: Requirements gathering, workflow documentation, user feedback analysis, Agile & Waterfall fundamentals, feature validation

Data & Tools: Excel, Google Sheets, Google Workspace, Shopify CMS, Git/GitHub

Technical: HTML, CSS, JavaScript, React, C, C++, Linux/Unix, APIs, networking fundamentals

Work Experience

Operations Assistant | Little Miss Busy **February 2025 - Present**

- Manage daily store operations, customer service, and multi-channel customer communications.
- Coordinate suppliers, ateliers, and logistics partners to support production, procurement and order fulfillment.
- Manage end-to-end order workflows from requirements gathering through delivery.
- Maintain inventory synchronization and product information through Shopify CMS.
- Analyze sales and inventory trends to support purchasing and restocking decisions.
- Produce operational reports and presentations using Excel and Google Sheets.
- Led Shopify theme migration and website restructuring initiatives.

Sales Associate | Sinsuki **July 2024 - September 2024**

- Assisted customers, processed transactions, and maintained inventory accuracy.
- Reorganized inventory tracking processes to improve stock visibility and control.

Content Moderator (remote) | Addchat Inc. **July 2023 – March 2024**

- Reviewed user-generated content against platform policies while maintaining quality and productivity targets.
- Monitored performance metrics and ensured compliance with moderation standards.

Technical Projects

Transcendence (Ongoing) — Full-Stack Web Application (Team of 2)

- Collaborate on feature planning, user flows, requirements definition, development, testing, and UI/UX improvements.
- Support frontend/backend development and API integration.

Minishell — Unix Shell (C) (Team of 2)

- Built core Unix shell functionality including command parsing, process execution, and pipe management
- Handled edge cases involving pipelines, redirections, input parsing, and error handling to ensure reliable shell behavior.

Certifications

Google Project Management Certificate – Foundations of Project Management

Training in project lifecycle management, Agile/Waterfall frameworks, project planning, change management, and stakeholder coordination.

Education

42 Beirut – Level 5 | Core Curriculum – Architecture of Digital Technologies Program

June 2024 - present

Notre Dame University – Louaize | B.S. in Computer Science

January 2023 – present