

Elissa El Hayek

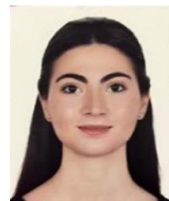
Location Antelias, Lebanon

Contact details:

Email : elhayekelissa@gmail.com

Mobile: +961 81 677 948

LinkedIn: [elissa-hayek](#)



PROFESSIONAL SUMMARY

Business Management graduate and Junior Quality Control Officer with experience in quality assurance, reporting, and team coordination. Detail-oriented and organized, with strong Excel skills and a practical approach to solving problems and improving work processes.

EXPERIENCE

2024-Present | Chedid Re — Junior Quality Control Officer | Baabda, Lebanon

- Implement quality assurance procedures and update system records regularly.
- Review placement, endorsement, and closing files to ensure compliance with agreement terms.
- Coordinate with Placement, Claims, Accounting, and other internal departments to respond to queries.

Mar-May 2024 | Malia Group, Ch. Sarraf & Co — Social Media Intern | Lebanon

- Managed social media content and digital assets for multiple beauty brands.

Jul-Sep 2023 | Middle East Airlines-AirLiban — Commercial Division Intern | Lebanon

- Gained hands-on experience in ticket issuance, corporate deals, pricing analysis, and IATA regulations.

EDUCATION

Saint Joseph University, Beirut — BBA, Business Management and Administration, GPA: 3.6/4 | 2021-2024 | *Honor List*

Antelias Official High School — Lebanese Baccalaureate, Life Science | 2020-2021 | *Average: 16.22*

EXTRACURRICULAR ACTIVITIES

2023-Present | **Lebanese Red Cross, EMS Promo 2023**

WORKSHOPS AND CERTIFICATIONS

Jan 2021 | **DELFI B2, Institut francais du Liban**, Jounieh, Lebanon

- Succeeded with an average of 63.5/100

SUMMARY SKILLS

Languages: French (Professional), English (Fluent), Arabic (Native)

Computer skills: Microsoft Office (Word, Excel, PowerPoint), Pivot Tables

Professional skills: Quality Assurance, Process Improvement, Data Analysis, Attention to Detail, Communication, Problem Solving

Interests: Horseback riding, Photography, Hiking