

Jana Mazboudi

Beirut, Lebanon

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PROFILE

A Human Resources Management AUST graduate with strong administrative skills and a solid understanding of HR practices to support daily operations. Committed to fostering positive employee relations and improving organization efficiency

EDUCATION

American University of Science and Technology, AUST
BS in Human Resources Management

October 2022-July2026

WORK EXPERIENCE

Beam Studio Front Desk Receptionist
-Assist clients and managed check-ins
-Resolve customer issues professionally
-Maintain smooth front desk operation
-Process payrolls and payment records

September 2024-present

Mena Investment Company Archiving Team
-Archived legal documents using Microsoft word
-Maintained confidential digital filing system
-Retrieved records efficiently when required

October 2023-March2024

Dent De Lait Summer Camp Team Leader
-Supervised campers and led daily activities
-Ensured safety and smooth program flow

July 2022-August 2022

CERTIFICATES

Integrated Marketing Communications: Advertising, Public Relations, Digital Marketing-Coursera

April 2026

Sales and CRM overview-Coursera

November 2024

AI For Everyone, Technologies and Platforms for AI

November 2023

Technical Skills

Microsoft Office|Odoo|Power BI

Soft Skills

Communication|Teamwork|Time Management|Stress Management

Languages

Arabic|English|French