

LARA CHAHINE

Detail-oriented and organized professional experienced in administration, customer service, and social media. Committed to delivering high-quality work, supporting team success, and pursuing continuous learning within a stable and growth-oriented career environment.

WORK EXPERIENCE

2024 – 2026

Administrative Assistant | Meker | Sin El Fil

- Organize and maintain files, documents and records
- Handle office supplies and coordinate basic office needs
- Welcome and assist visitors in the showroom
- Support managers and staff with administrative tasks

Mar 2024 June 2024

Admin Assistant | Computer Technology Services | Achrafieh

- Daily administrative office operations management
- Documentation and coordination with internal teams
- Support as needed

2021 – 2024

Customer Service agent | Graze | Zoukak El Blat

- Excellent communication and customer service skills
- Answering phone calls and taking online orders
- Maintain customer records and update information in the system
- Ability to handle multiple requests simultaneously with accuracy
- Support managers and staff with administrative tasks

2019 – 2024

Remote Data Entry Officer | BOT | Jal El Dib

Client surveys and feedback mechanisms

2019 – 2021: Secretary and event planner at St John Church Achrafieh

2016 – 2017: Medical Awareness Facilitator at LMS – Beirut

2016 – 2017: Archivist at the Ministry of Finance – Adlieh – Beirut

2015 – 2018: Phone Operator – Mr. Brown restaurant Achrafieh

PSYCHOLOGY INTERNSHIPS

2018 – 2019 Centre Hospitalier Bhanniss – Metn

2016 – 2018 Psychiatric Hospital of the Cross – Bkennaya

EDUCATION

2013 – 2016: **Bachelor in Psychology** - Lebanese University - Fanar

2016 – 2019: **Master in Clinical Psychology** - Lebanese University - Dekweneh

Location

Achrafieh

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Email

Lara.chahine@hotmail.com

LinkedIn

<https://www.linkedin.com/in/larachahine94/>

Languages

Arabic/French/English

Spanish

Interests/ Hobbies

Social Media Post Creation

Design

Page Management

Video Editing

Choir member

Keyboard Player