

Theresia-Maria Estephan

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SUMMARY Creative and organized Event Planner with experience in planning and coordinating events from concept to execution. Detail-oriented, reliable, and skilled in managing timelines, vendors, and client expectations to deliver successful and memorable events.

WORK EXPERIENCE	FIZZZONE Full time job - Birthday manager - Birthday coordinator - Call Center Agent	March 2024- Present
	Xpark Part time job - Birthday coordinator - Entertainer - Call center Agent - Jumping tutor	December 2023 - February 2024
	Reshmaya distillery Summer job - Floor Manager - Waitress - Omega user interface - Communication with customers	June 2020 - September2023

EDUCATION	CIS college Certified event planner	2025-2026
	Maroun Abboud School Reshmaya Lebanon Lebanese baccalaureate : Life science	2021

KEY SKILLS	- Event planning & coordination - Time management & organization - Client communication & relationship management - Vendor coordination & follow-up	- Budget planning & cost control - Problem-solving under pressure - Creative styling & décor setup - Multilingual communication (Arabic, English & French)
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