

Aya Kalot
Nationality: Lebanese
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❖ **PERSONAL PROFILE**

A highly motivated and hardworking individual who aims to achieve the highest standard possible at any given task. I am a dedicated, organized and methodical individual. I possess excellent communication skills. I'm an excellent team worker and a very willing person to learn and develop new skills.

❖ **CARREER OBJECTIVES**

To attain a challenging and rewarding position in a highly reputable and innovative organization and accomplish its objectives and strategies, where my education, experiences, and creativity are appreciated and utilized.

❖ **EDUCATION**

<i>2015 – 2019</i>	Lebanese American University B.S in Business Management	Beirut, Lebanon
<i>2015</i>	College Protestant Français French Baccalaureate in Literature	Beirut, Lebanon

❖ **WORK EXPERIENCE**

<i>May. 2017- Sept. 2018</i>	Marketing & CRM Executive, Tewtel Group	Beirut, Lebanon
<ul style="list-style-type: none">• Conducted day to day marketing activities• Organized and updating the companies' databases• Conducted sales and service customer surveys• Collected and analyzing customer data• Prepared weekly and monthly reports through gathering data and information		
<i>Aug. 2016- (1 month)</i>	Customer Services Intern, Bank Audi SAL	Beirut, Lebanon
<ul style="list-style-type: none">• On-Site training in Bab Idriss branch with set objectives• Participated in CSR events and initiatives• Classroom training featuring a technical overview of the Bank's different functions as well as thorough coverage of behavioral topics		

❖ **SKILLS**

Computer: Microsoft Office, Excel, PowerPoint, Word, Adobe Illustrator, Indesign

Languages: Arabic, French & English

❖ **LEADERSHIP & EXTRACORRICULAR ACTIVITIES**

Interests: Photography, Arts, Social Media, Basketball, Swimming

- Tutored children (primary, middle, high school courses)
- Worked at the General Business Office in the Lebanese American University, assisted in all related tasks

References are available upon request