

LARA MOUKALLED

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I am a positive and enthusiastic individual. Dedication to my team is a must. My added value comes with dealing with people directly, putting their perception of our company as a high priority regardless of the situation's intensity.

EXPERIENCE

APRIL 2021 – MAY 2021

PROJECT MANAGER INTERN, SCHEMAZONE, TORONTO CANADA

Attend weekly meetings to discuss projects and tasks. Learning about all aspects of project management in theoretical sessions and applying them in weekly projects that schema zone will chose from for its companies.

JANUARY 2019 – JANUARY 2020

JUNIOR HR OFFICER, CRAVE AGENCY, BEIRUT LEBANON

Suggesting new HR technology solutions, Monitored key recruiting metrics, assisted in organizing employer branding initiatives.

APRIL 2019 – JUNE 2020

INTERN/VOLUNTEER, CHILDREN CANCER CENTER AT AUBMC, BEIRUT LEBANON

Assist in fundraising activities, engage in outdoors projects, assist in all software projects such as excel, word, media hunting on social media and newspapers.

JUNE 2017 – AUGUST 2017

TRAINEE, ROADSTER DINER CALL CENTER, BEIRUT LEBANON

Responded promptly to customer inquiries and constantly following up with customers.

JUNE 2016 – SEPTEMBER 2017

CALL CENTER AGENT, CREPAWAY, BEIRUT LEBANON

Answer customer calls and place orders, manage and resolve customer complaints, upsell products, and alert management team of trends in customer calls.

EDUCATION

AUGUST 2016- JUNE 2019

BACHELOR OF SCIENCE IN BUSINESS MANAGEMENT, LEBANESE AMERICAN UNIVERSITY (LAU)

GPA: 3.2

Major courses related to business management, entrepreneurship, small business management, family business management in addition to project management and strategic business management.

2003 2016

LEBANESE BACCALAUREATE IN ECONOMICS AND SOCIOLOGY, BEIRUT BAPTIST SCHOOL (BBS).

SKILLS

- Team work spirit
- Good communication and leadership skills.
- Networking
- Time management skills
- Good computer skills such as Microsoft word, excel, power point, SPSS, POS system.

ACTIVITIES

Football, basketball, swimming
Movies, series, and Music.

LANGUAGES

Arabic (native), English (Fluent), Spanish (Average), French (Average), Turkish (Good).

INTERESTS

Entrepreneurship and project management
Sports management
Academia