
SAFAA SOPHIE ABDUL HAK

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Choueifat, Lebanon

Profile

I am a well-organized, dedicated employee, with a few years of professional experience in different fields. I have assisted in organizing one of the largest Alumni Gala dinners in the history of SABIS, managed to acquire previous alumni engagement, and was previously selected for the Branch Management School at Allianz. Keen to support any company with excellent organizational and analytical skills, as well as an energetic and optimistic mindset.

Experience

Summer Camp Monitor, SABIS, Choueifat — 2018-2019

Organized and lead a variety of group activities, identified and responded to camper behavior issues, ensured that site is kept clean, organized, and free of litter, communicated with parents about participants experiences and reported concerns to camp leader, and was able to implement emergency procedures associated with camp program.

Alumni Coordinator Assistant, SABIS, Choueifat — 2018-2019

Managed logistics for alumni events, prepared balance sheets and income statements, handled petty cash; acquired and recorded updates on alumni profiles and database, assisted in event management, ticket sales, as well as reunions and fundraising. Wrote and edited articles for biannual newsletter of Feb 2019, and handled and updated social media platforms.

Internship, Peak Performance Co. LLC, Choueifat — 2018

Filed paperwork, organized and scheduled appointments, and answered and directed phone calls.

Sales Associate, H&M, ABC Achrafieh — 2017 - 2018

Worked as an individual and as part of a team in order to maximize sales, had the most up-to-date product knowledge, provided excellent customer service, processed till transactions, advised customers on latest trends, maintained and improved store retail standards in all areas of the shop, and followed all operational procedures and provided customers with complete service and an enjoyable shopping experience to maximize sales.

Sales Agent, Allianz SNA, Hazmieh, 2017

Maintained and developed relationships with customers, acquired potential customers and businesses, promoted products and services, and reviewed sales performance.

After-school Tutor, Choueifat, 2011-2016

Worked with students to improve their skills, prepare lessons, assign and correct homework, evaluate students progress and discuss the results.

Waitress, Gabriella Pizza, Melbourne, Australia, 2007-2014

Served customers, answered the phone and took orders, received payments by cash and card, counted money in cash drawers, sent out and checked up on deliveries.

Education

Notre Dame University, Deir el Qamar - BA 2018

With emphasis on Human Resource Management

Notre Dame University, Deir el Qamar - Freshman 2013

Equivalent to Lebanese Baccalaureate

Lebanese American School, Aaramoun - 2013

International Program

Skills

IT Skills: experienced in using Microsoft Office.

Attention to Detail: adept at dealing with multitudes of information and data, some nearly identical, with minimal mistakes or omissions,

Multitasking: the flexibility to handle different jobs, tasks and projects when required.

Writing: The ability to write clear and concise reports, documents, emails and letters, as well as typing with great speed with minimal mistakes.
