

Alyssar Ataya

2.10.1994

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Objective

Seeking to build a career in a reputable organization where I can improve my capabilities and broaden my expertise to advance in my position.

Work Experience

- ❖ Currently a Middle East Airlines Ground Handling Agent (Customer Relations , Data Entry , Passenger Service Agent , Check reservations , answer customer requirements in person , sales , and perform other customer service related functions)
- ❖ Sales Executive– Qi Juices Company (March 2014 – June 2014)
 - Souk el Tayeb weekly event
 - Le Gray Hotel
 - G-spa o Greek wear pop up shop event – Santiago Clothing
- ❖ Sales Executive– Medex Supplies – Internship (SEPT2014 – DEC4)
- ❖ Events coordinator – Enigma Weddings/Suzanna Events – Seasonal (2013)
- ❖ GS Stores – ABC Ashrafiye - Sales Associate - (2015)

Education

- ❖ **LIU (Lebanese International University)**
 - B.A in Public Relations – Communication Arts Dept. (June 2017) – Honor List Student
 - Senior Project – Campaign for “Frostbite” Lebanon – Main objective : Increasing Brand Awareness – Grade : (A)
- ❖ **West Wood School**

- Lebanese Baccalaureate in Sociology & Economics – (2012-2013)

Language

- ❖ **Arabic:** (spoken- excellent) (written- excellent)
- ❖ **English:** (spoken- excellent) (written- excellent)
- ❖ **French:** (spoken- fair) (written- fair)

Computer Skills

- ❖ **Microsoft Office** – Excellent
- ❖ **Power Point** – Excellent
- ❖ **Excel** – Excellent
- ❖ **Adobe Illustrator C6** – Fair
- ❖ **Adobe Photoshop** – Fair

Personal Skills

- ❖ Excellent Communication Skills
- ❖ Excellent Presentation & Demonstration Techniques
- ❖ Ethically Driven & Responsible
- ❖ Passionate about food (own a food blog just for fun)
- ❖ Team Player