

# Ghina Itani

## Administrative Assistant

Top-notch bridge player Administrative Assistant. Well positioned in handling everyday's workplace complexities. Communicating clearly and taking right actions immediately. Team player with an accurately time management skills. An eye for details and entry tasks to ensure an accurate and trustworthy work.



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## WORK EXPERIENCE

### Administrative Assistant Rafik Hariri University

03/2019 – Present

#### Achievements/Tasks

- Held responsibility on activities during the semesters for the Business College.
- Assisting the Dean College with meetings and report writings.
- Maintaining students records, and process documents through out the semester for exchange students.
- Acting as a liaison between College Dean, Chairperson, and Faculty members.
- Preparing for guest speakers seminars, and writing press releases for each event.

### Customer Service Representative Banque de Credit National S.A.L

07/2018 – 10/2018

#### Achievements/Tasks

- Building win-win relationships and attracting potential customers.
- Responding to customers complains and requests with utmost professionalism.
- Maintaining financial records with high level of transparency.

### Teller

#### Banque de Credit National S.A.L

04/2017 – 06/2018

#### Achievements/Tasks

- Providing financial services and dealing with cash.
- Selling Bank financial services and followup with customer's inquiries.
- Comply with Bank operations and security procedures.

## EDUCATION

### Masters in Business Administration Rafik Hariri University

09/2016 – 05/2018

### Bachelor in Business Administration (Marketing) Rafik Hariri University

09/2013 – 06/2016

## GENERAL SKILLS

Microsoft Office

SPSS

Database Management

Excel

Business Knowledge

Powerpoint

## PROJECTS

The Impact of Restaurant Mobile Applications on Lebanese Customer's Engagement and Intention to Buy (05/2018)

- Thesis Defense

## ACHIEVEMENTS

Digital and Social Media Marketing (08/2019)

54 Hours Training Course

## INTERESTS

Digital Marketing

Technology

Fitness

Camping