

Amanda El TAHHAN

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PERSONAL INFORMATION

Date of Birth: 29 April 1991
Sex: Female
Status: Single
Nationality: Lebanese

WORK EXPERIENCE

Aug 2014 – Present:	Middle East Airlines-Air Liban Flight Attendant; <u>Job description:</u> <ul style="list-style-type: none">- Safety & Security Officer on board- Attend to passengers	BEIRUT AIRPORT
Oct 2012 – Oct 2014	مجلة البحوث والأنباء الاقتصادية Freelance Journalist; <u>Job description:</u> <ul style="list-style-type: none">- Economic experts interviewer- Business events coverage- Economic articles writer- Economic reporter and investigator	JEITAWI
Jun 2013 – Sept 2013	Akkar Hospital - Rahal Administrative assistant in accounting department <u>Job description:</u> <ul style="list-style-type: none">- Files management- Data entry- Deal with suppliers, schedule and coordinate meetings	Halba
Dec 2012 – Jan 2013	OTV Trainee; <u>Job description:</u> <ul style="list-style-type: none">- Reports writer- Presenter training- Events coverage	DEKWENE

EDUCATION

Nov 2017 - Present	LEBANESE UNIVERSITY Faculty of Information and Documentation, Dean <u>Degree:</u> M2 in Digital Media	TAYOUNEH
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Oct 2015 - May 2017	LEBANESE UNIVERSITY Faculty of Information and Documentation, Branch II <u>Degree:</u> <i>M1 in Science of Information & Communication</i>	JDEIDE
Sept 2010 - Jul 2013	LEBANESE UNIVERSITY Faculty of Information and Documentation, Branch II <u>Degree:</u> <i>B.A. in Journalism</i> <i>Final Year Project:</i> Documentary film entitled "نفت لبنان: واقع أقرب إلى الحلم"	JDEIDE
Sept 2009 - Jul 2010	LEBANESE UNIVERSITY Faculty of Business Administration and Economics, Branch II	ASHRAFIEH
Sept 1994 - Jul 2009	COLLEGE ELYSEE <u>Degree:</u> <i>Sociology and Economics Section</i> <i>Lebanese Baccalaureate</i>	HAZMIEH

Certification

Aug 2017 - Sept 2017	SME Heroes Social Media Marketing & Marketing Strategy Masterclass 2017	UDEMY
Aug 2016 - Sept 2016	MEA Training & Development Department - Safety Management System (SMS) - Aviation Security System - Crew Resource Management – CRM 2	BEIRUT AIRPORT
Aug 2014 - Sept 2014	MEA Training & Development Department - Basic Flight Attendant Course (SOP) - Crew Resource Management (CRM) - Basic Aviation Security Course - Dangerous Goods Regulations Course - Aeronautic First Aid Course (Lebanese Red Cross) - Fire Fighting Course	BEIRUT AIRPORT

SKILLS AND INTERESTS

- Languages (written, read and fluently spoken): Arabic, French and English Spanish (very well understood and fluently spoken).
- Computer skills: Microsoft Office (Word, Excel, PowerPoint), Adobe Premium CS4
- Interests: Reading, traveling, jogging

REFERENCES

Provided upon request