

Joelle Joseph Damgajian

Born in Beirut 17 September , Lebanese, Single

Kornet El-Hamra, Hbous, Le Patelin bldg.

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Professional Experience:

2014 - **Tailor Maid** (Manpower and housekeeping services), Jisr el-Bacha
2017

Corporate Sale Manager

- Approaching corporate companies for manpower labor employee recruitment from different countries.
- Managing and training a sales team of 3 staff members

2010 - **Mawared Lebanon (VFS Global)** – Visa Application for Middle East and North Africa, Verdun, Beirut
2013

Manager of Lebanon's Branch

Operations:

- Managing and leading a team of visa operation (14 staff members)
- Supervising, motivating, and monitoring team performance; training staff
- Close follow up and relation with UAE Immigration authorities, Emirate Airline, Fly Dubai, Spain consulate, and Greece consulate
- Company Management full restructuring (Employee job description and contracts, social security, finance and auditing, ISO 9001...)

Sales:

- Approaching embassies and consulates for outsourcing visa business
- Follow up on travel agencies and corporate companies
- Preparing and implementing sales strategy, plan, target and budget
- Recruiting and training staff and sales team

2005 - **Alico** – American Life Insurance Company, Lions Agency, Sinn el-Fil
2010

Life Insurance & Financial Consultant

- Prospecting and selling new financial programs tailored to customers' needs
- Servicing and following up with clients to adjust their financial protection needs

2002 - **Bartercard Lebanon**, Jal el-Dib
2005

Account Manager

- Formulate and implement strategies to increase trading and fees generated
- Set short and long term strategies and action plans
- Actively promote and market the clients

- Assist members in offsetting their cash expenses with trade dollars and increasing new spending standards
- Build and maintain rapport with clients

1998 - **Pages Jaunes Liban**, Beirut
2002

Account Executive

- Selling advertising spaces
- Market need analysis
- Sales prospecting on door -to-door basis

Skills and Strengths:

- Communication and listening skills
- Sales and negotiation skills
- Plenty of drive, initiative and motivation
- Attention to details
- The ability to analyze and research information
- Up to date on seminars and workshops
- Able to work under stress and challenges
- Developing a climate for team work

Trainings:

2013 - "Perception and Projection" (Crossroad Coach/), Beirut
 "Positive Mental Attitude" (Crossroad Coach), Beirut
 2012 - "Achieving Sales Mastery" (Crossroad Coach), Beirut
 "Habits of Excellence" (Crossroad Coach), Beirut
 2010 - "Enhancing Effectiveness" (Potential Growth Services), India
 2009 - "#1 Team Leader" (Marc Mallat), Beirut
 "Time Management" (Crossroad Coach), Beirut
 "Art of Communication" (Winder Coaches), Beirut
 2008 - "The Power of Decision" (Crossroad Coach), Beirut
 "Building Professional Image" (Crossroad Coach), Beirut
 "The Art of Science of closing the Sale" (Crossroad Coach), Beirut
 2007 - "Gold of the Desert King" (Starmanship & Associates), Beirut
 "Compliance Essentials" (Crossroad Coach), Beirut
 2006 - "No Nonsense Coaching" (Winder Coach), Beirut
 "7 Principles" (Starmanship & Associates,) Beirut

Language Skills:

1. Arabic Mother Tongue
2. English Fluent
3. French Fluent

Academic Background:

2018	Courses for Success (online from Australia) Human Resource Management
2017	IABC, Tayouneh Certified Total Quality Management/ TAGI
1996-2000	Barrington University of America (by correspondence) Bachelor of Arts in Marketing and Advertising
1994-1995	La Renaissance School, Beit Chebab Lebanese Baccalaureate II / Philosophy

Extra Curricular Experience:

- Ex-Personal fitness Instructor
- Advanced power aerobics
- Yoga
- Hiking
- Artistic glass paintings
- First aid Team, Lebanese Red Cross