

JOEY BALLAN

Address: Maten; Lebanon
Email: joey.bellen@hotmail.com
Phone +961 71 757 443

Professional Experience:

Internships:

Aug. 2017 – Sept. 2017: **Breakfast & Co. (Zaatar w Zeit)**
Cost Accounting - Intern

- Review Production Audit Reports
- Post Necessary Adjustments

Work Experience:

March 2015–April 2018: **Lebanese Broadcasting Cooperation (LBC)**
Telemarketer - Part Timer

- Contact Potential Donors
- Assist in Gathering Donations

June 2015 – Present: **Ballan Inc. for Mirrors and Glass**
Business Administrator

- Assist in Supervising and in Production

Education:

October 2014-July 2018: **Notre Dame University**
BA in International Business Management

2014: **Collège des Frères Mont La Salle**
Lebanese Baccalaureate in Social Sciences and Economics

Languages:

Fluent in Arabic English and French, written and spoken.
Basic German

Computer Skills:

Proficient in Word, PowerPoint, Excel and Internet applications.
Proficient in Microsoft project and Navision.

Extra-curricular activities

2013 - 2014 Member of "Operation 7eme Jour" for reforestation (Faculty of Sciences –USJ)
2009-2012 Scout
Expert in skiing

Hobbies and Interests:

Reading books and articles on international politics and history.