

# Téa Toutounji

Beirut – Lebanon

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## EXPERIENCE

<b>Mar 2018 – Present</b>	<b>Merit Corporation SAL- Parent Company of CMA CGM</b> Beirut, Lebanon Position held: Cost Controller <ul style="list-style-type: none"><li>○ Monitor and control all revenues and expenses for each vessel berthing to any of the ports under my responsibility (Cyprus, Jeddah, Jordan, Malta)</li><li>○ Assist management in developing new operational Cost saving / Revenue optimization procedures on a timely basis</li></ul>
<b>Aug 2017 – Nov 2017</b>	<b>Ministry of Economy and Trade (MoET)</b> Beirut, Lebanon Position held: Internship <ul style="list-style-type: none"><li>○ UNDP program</li></ul>
<b>Jul 2015 – Sept 2015</b>	<b>Fransa Invest Bank (F.I.B)- Affiliate Fransabank SAL</b> Beirut, Lebanon Position held: Internship <ul style="list-style-type: none"><li>○ Corporate department, Accounting department, Back Office department, Audit department</li></ul>
<b>Apr 2011 – May 2011</b>	<b>Hotel-Dieu de France</b> Beirut, Lebanon Position Held: Internship <ul style="list-style-type: none"><li>○ Assisted Dr. Josianne Helou in her dermatological clinic</li><li>○ Internship report</li></ul>

## EDUCATION

<b>Sept 2016 – Jul 2018</b>	<b>Université Saint-Joseph, “U.S.J”</b> Beirut, Lebanon Masters in “Web Science and Digital Economy” Top Honor List- Class Rank: 1 Elected as academic delegate for two consecutive years
<b>Sept 2013 – Jul 2016</b>	<b>Université Saint-Joseph, “U.S.J”</b> Beirut, Lebanon Faculty of Economic Sciences (F.S.E) <ul style="list-style-type: none"><li>○ <u>Relevant courses:</u> Microeconomics, Macroeconomic, Statistics, Mathematics, Econometrics, Financial Analysis, Technical Analysis of Financial Markets, International Monetary and Trade Relations.</li><li>○ Certification of Saint Lewis University proficiency (2015)</li></ul>
<b>Jan 2016 – Jun 2016</b>	<b>Université de Montpellier (U.M.I)</b> Montpellier, France Candidate as a scholarship for an exchange program for the last semester
<b>1998 – May 2013</b>	<b>Grand Lycée Franco-Libanais (G.L.F.L.)</b> Achrafieh, Lebanon French Scientific Baccalaureate Lebanese Baccalaureate equivalence Class representative for two consecutive years

## SUMMARY SKILLS

<b>COMPUTER SKILLS:</b>	Microsoft office (Word, PowerPoint, Excel, Access), SQL-Data Base, G suite, E-views, Internet use
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<b>LANGUAGES:</b>	<b>Arabic</b> Native language tongue
	<b>French</b> Fluent (writing, reading and speaking)
	<b>English</b> Good (writing, reading and speaking)
	<b>Spanish</b> Basic (writing and speaking- 3 years)

<b>SOFT SKILLS:</b>	Teamwork, Ambitious, Organizational, Meticulous, Patient, Analyzing.
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## INTERESTS AND HOBBIES

- Drawing and embroidery
- Swimming and running

## REFERENCES

Available upon request