

Jana Mazboudi

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PROFILE

A Human Resources Management student at AUST with a strong communication, teamwork and organizational skills. Contributes to a professional work environment through adaptability, responsibility and work ethics. With a strong ability to initiate change, address complex issues and communicate solutions effectively to be a valuable addition to any organization.

EDUCATION

American University of Science and Technology, Beirut-Achrafieh	October 2022-July2026
BS in Human Resources Management	
Ecole Saint-Anne des Soeurs de Besancon, Beirut	2021-2022
Lebanese Bac in Economics (ES)	

WORK EXPERIENCE

Front Desk at the Beam Studio	September 2024-present
-Assist clients and managed check-ins	
-Resolve customer issues professionally	
-Process payrolls and payment records	
-Maintain smooth front desk operation	
Archiving team at Mena Investment company	October 2023-March2024
-Archived legal documents using Microsoft word	
-Maintained confidential digital filing system	
-Retrieved records efficiently when required	
Team Leader at Dent de lait summer camp	July 2022-August 2022
-Supervised campers and led daily activities	
-Ensured safety and smooth program flow	

CERTIFICATES

Integrated Marketing Communications: Advertising, Public Relations, Digital Marketing-Coursera	April 2026
Sales and CRM overview-Coursera	November 2024
AI for everyone, Technologies and platforms for AI	November 2023

Soft Skills

Communication|Teamwork|Time Management|Stress Management

Hard Skills

Microsoft Office|Odoo|Power BI

Languages

Arabic|English|French