

## **Joya El Khoury**

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Batroun, Lebanon

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## **Skills Summary**

- Microsoft Office
- Microsoft Power Platform
- Customer service

## **Work Experience**

### *Internship – Dynamic Objects*

*June - July 2025:*

- Developed websites using WordPress & Elementor
- Trained in Microsoft Power Platform tools
- Enhanced website design and functionality
- Collaborated with IT team on projects

### *Store Manager*

*November 2022- June 2024:*

- Managed the daily operations of the store
- Monitored sales performance and strategies
- Handled inventory control, supplier relationships
- Ensured timely restocking of products to meet customer demand

## **Education**

Currently enrolled at Holy Spirit University Kaslik, Lebanon

*Business Computing, anticipated graduation spring 2026*

St. Elias Secondary school

*Graduated 2022*

## **Computer skills**

Microsoft Power platform, basic Power BI, Email, Microsoft Word, Excel, PowerPoint, Access,  
Wordpress, HTML, CSS, JavaScript, Python, C++

## **Languages**

Arabic (native), English (fluent), French (Fluent)