

Evitta HAMMOUD

Lebanese | 18/9/2000

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Professional experience

Executive Assistant Manager -StrongerWithNatasha

From Jan till May 2025

- Managed and optimized daily executive calendars
- Handled confidential reports, vendor communications, and office operations
- Supported decision-making by preparing presentations, conducting research, and follow-ups to support decision-making

Customer service agent - Stayinn, Beirut.

From Oct till Nov 2024

- Responding to customer inquiries through calls
- Assisting customers in booking reservations
- Resolving customer complaints effectively

Customer service agent - Local Host, Gemmayze, Beirut.

From Aug till Sep 2024

- Responding to customer inquiries through calls
- Assisting customers in booking reservations
- Resolving customer complaints effectively

Intern - Hilton Beirut Habtoor Grand Hotel, Beirut.

From Feb till Apr 2024

- Main kitchen, pastry and fine dining resto
- Front office and registration
- IT department

Receptionist - Galaxy Gym, Beirut.

From May 2023 till Feb 2024

- Front office and members registration
- Customer Support

Event manager and staff supervisor - Lebanese American University, Beirut. From Jan till May 2023

- Getting, managing and coordinating with sponsors
- Managing the logistics
- Supervising the staff members

Staff Supervisor – IFBB Mr Universe 2022 - Hilton Beirut Habtoor Grand Hotel

Aug 2022

- Hosting and presenting awards
- Entering administrative data of participants
- Leading and organizing other hosts

Event hostess – IFBB Asian Bodybuilding Championship 2021

Hilton Beirut Habtoor Grand Hotel

Nov 2021

- Hosting and presenting awards
- Entering administrative data of participants
- Leading and organizing other hosts

Event hostess – IFBB Diamond Cup 2021 - Hilton Beirut Habtoor Grand Hotel

Aug 2021

- Hosting and presenting awards
- Entering administrative data of participants
- Leading and organizing other hosts

Educational background

BS in Hospitality and Tourism Management at the **Lebanese American University, Beirut.** Sep 2020 till June 2024

Incomplete BA in Psychology at the **Lebanese American University, Beirut.**

2018 till 2020

High School Diploma in Economy and Sociology (ES), Graduated from the Official School of Riad El Soloh in Ras El Nabeh. 2018

Voluntary experience

Modeling Arab League at the **Lebanese American University, Hamra.**

From 2016 till 2017

NGO volunteer at **March Lebanon, Beirut.**

From 2015 till 2017

Skills and Qualifications

Languages:

Arabic: Native language

French: Good

English: Very good

Qualifications:

Management

Customer Support

Leadership

Other Skills:

Internet

Microsoft Office Word, Excel & Powerpoint

Social Media

HTML

Adobe Illustrator

Marketing

Hobbies and interests

Swimming, Working out, Heavy lifting, Fitness and bodybuilding, Cooking, Writing, Gaming.