

# LYNN ELMIR

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## PROFESSIONAL SUMMARY

Results-driven professional with experience in educational support, sales operations, and entrepreneurship. Currently pursuing an MBA while supporting students with special needs and managing digital sales, with strong skills in coordination, communication, and process optimization.

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## PROFESSIONAL EXPERIENCE

### **Student Support & Operations Coordinator**

Sacré-Cœur, Medischool, Beirut | Feb 2025 – June 2025

- Coordinate individualized learning plans for autism students, supporting smooth classroom operations.
- Implement structured behavioral and psychomotor programs to enhance student progress.
- Collaborate with teachers, therapists, and parents to ensure effective communication and support.
- Monitor and document student development using data-driven insights.

**Key Achievements:** - Achieved consistent 5% monthly sales growth from brand launch.

- Reduced procurement costs by 15% through effective supplier negotiations.
- Increased customer retention by 20% through service process optimization.

### **Kiosk Operations & Sales Coordinator**

Foodie Land, Cozy caffè | Ramadan 2023 & 2024 & 2025

- Coordinated kiosk services and supplier relations for event operations.
- Ensured health & safety compliance and optimized product offerings.
- Conducted pricing and SWOT analysis to support business decisions.

**Key Achievements:** - Increased daily sales by improving service flow and product presentation.

- Developed a repeat-customer base through consistent product quality and customer service.

## INTERNSHIPS

Oasis De Vie | Aug 2024 – Sep 2024

Hands-on experience in elderly care and patient interaction.

Professor Jamal Hafez's Clinic | Oct 2023 – Jan 2024

Completed a 40-hour supervised psychology internship focused on patient support.

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## VOLUNTEERING & COMMUNITY ENGAGEMENT

**Children Cancer Center** | Jan 2025 – Present

- Provide emotional support and recreational activities for children undergoing treatment.

**LAU Psychology & Social Work Clubs** | Sep 2021 – Aug 2024

- Participated in workshops and community outreach initiatives.

**Stars Academy – South Lebanon** | Feb 2023

- Assisted in organizing school events and children's activities.

**MMKN Academic Support Programs** | Sep 2022 – Jan 2023

- Volunteered as a teacher, creating inclusive lesson plans and learning environments.

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## EDUCATION

**MBA – In Progress**

Lebanese American University (LAU) | 2025 – Present

**B.A. in Psychology**

Lebanese American University (LAU) | 2021 – 2024

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## LANGUAGES

Arabic (Native) | English (Fluent) | French (Fluent – DELF B2)