

Lamisse Bou Abboud

05/01/2021



Dekwaneh - Beirut

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OBJECTIVES

Highly motivated and hardworking, currently attending University of Balamand – Medicine Major, seeking a job to develop communication skills, acquire experience and make use of my time wisely.

EXPERIENCE

Cortas Canning & Refrigerating Co. SAL

2016

Secretary / Receptionist

- Proper phone etiquette
- Appointment setting
- Articulate and well-spoken
- Flexible
- Meticulous attention to detail
- Works well under pressure
- Very good knowledge of MS Access and Excel

Mont La Salle

Summer School 2018-2019-2020

Aide Jardiniere

- Babysit children of ages ranging from 2 to 6 years old.
(studying, playing, assisting them with their needs, etc..)
- Good with children of any age.

ACADEMIC

- Pre-Med Medical Lab – Forth Year until present
- Fluent in three languages: English, Arabic and French (written and spoken)

PERSONAL INFORMATION

Place of birth: Lebanon

Date of Birth: May 5th, 1999

Present Resident in Beirut - Lebanon

Status: Single

Nationality: Lebanese