

Cynthia Fady Farah
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OBJECTIVE

A fully qualified and hardworking Lebanese woman looking for a responsible position to gain practical experience and start a promising career. Ambitious and looking forward to adding significant value to a business.

EDUCATION

The Holy Spirit University of Kaslik (USEK) Kaslik, Lebanon **2010 - 2013**

Bachelors in Translation and modern languages

College Des Soeurs Du Rosaire Cornet El Hamra, Lebanon, **2009 - 2010**

Lebanese Baccalaureat-Sociology & Economics(SE)

PROFFESIONAL EXPERIENCE

- **StatLeb, Beirut, Lebanon, Phone operator/Data Entry, July 2020 – September 2020(Temporary project)**
 - Contact Potential Customers to give them the details about the study(Depends on the subject each time) and if they are willing to participate
 - Fill in the information given by the customer on the system.
 - Submit the data to the manager.
- **Designer-24,Beirut, Lebanon,Administrative Assistant/Customer service representative,September,2017 - February,2018**
 - Handling Administrative Requests
 - Organizing and Scheduling Appointments
 - Developing and Maintaining a Filing System
 - Handling All Supplier Payments and Checks
 - Handling all Messages/Requests on social media(Facebook, Insta, WhatsApp)And assist clients accordingly.
 - Listen and respond to customers' needs and concerns
 - Provide information about products and services
 - Review or make changes to the customer's account.
 - Handle returns or complaints
 - Record details of customer contacts and actions are taken
 - Research answers or solutions as needed
 - Refer customers to supervisors, managers, or others who can help.
- **Sworn Translator Beirut, Lebanon, Translator January 2016-Present**
 - Translating all types of legal documents
- **Private Tutor Beirut, Lebanon, Tutor, September 2014-June2017**
 - Helping Students with their Homework
 - Preparing Lesson Plans and Learning Modules
- **The Holy Spirit University of Kaslik, Kaslik, Lebanon, Assistant in the Archive Department, April 2013- September 2014**
 - Scanning Historical Archive Documentation Processes
 - Converting Historical Documentation into Electronic Data
 - Assisting in all library-related duties
- **Retail Group, Kaslik, Lebanon, Sales Assistant, January 2011- September 2012**
 - Assisting Customers Regarding Specialized Merchandise
 - Calculating Discounts When Appropriate
 - Pricing
 - Knowledge of Product Selection & Purchasing Practices
- **La Collina country club/Vel Colonie,EL Rabieh, Lebanon, Animator, June 2007- September 2008**
 - Entertaining Children
 - Preparing End of Season Plays & Musicals

Music Education

- **Al Rahbany Music Academy**, Modern Vocalize lessons and solfege, *June 2015-April 2016*
- **Rock and Bach Music School**, Modern Vocalize and solfege, *January 2014-January 2015*
- **The Holy Spirit University of Kaslik**, Classic Vocalize and solfege *Spring Semester 2013*

CERTIFICATES

- Turkish Language Proficiency certificates (A1,A2,B1,B2,C1)
- Delf B1 French Language proficiency certificate

SKILLS SUMMARY

Computer skills: Ms. Word, PowerPoint, along with navigation and research skills.

Languages skills: Fluent in English and Arabic, semi-fluent in French, semi-fluent in Turkish

Soft skills: Stress control, Teamwork, Leadership, Communication, Social, Dedication, and punctuality, time management, and public speaking.