**Personal Information**

Name: Sarah Lattouf

Date of Birth: 8th March 1994

Address: Lebanon, Beirut

Phone Number : 81/637505

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**Profile**

A hard working and friendly individual who enjoys communicating with others from different cultures and backgrounds. A highly motivated recent graduate looking to build career in a growing organization, where I can get the opportunity to prove my abilities by accepting challenges and fulfilling organizational goal through continuous learning & commitment.

**Education**

2009-2011: Rawdah High School

2011-2015: Bachelor of Science in Business Management, University of Atlanta, USA… Dean’s Honor List with GPA 3.62

**Work Experience**

**February 2016 -April 2016**

**Executive Assistant at Pure Aqua, Inc.**

* Processing and recording of approved invoices
* Processing sales data and progress reports.
* Maintaining records & following up files of purchases & shipments.
* Notifying customer service concerning delays.
* Timely preparation of responses to Price Quotation requests
* Designing webpage layout
* Updating websites
* Copyediting and proofreading all web content.

**September 2015 - November 2015**

**Trainee at Sunrise Travel**

* Arranging travel for business and vacation customers
* Determining customers’ needs and preferences
* Planning and arranging tour packages
* Booking reservations for travel, hotels, & special events
* Providing clients with details about their trip

**June 2014 – August 2014**

**Internship as Project coordinator at Ericsson Telecom**

I was part of the project delivery team where I worked on project planning, budgeting, and delivery models for an Ericsson solution sold to a local GSM operator. Duties include reviewing the schematic diagrams & extract Bills of Materials for all components and equipment being sold to the customer.

 **Skills**

* Strong proficiency in Microsoft Office applications, QuickBooks, & Filemaker Pro
* Fluent in English and Arabic
* French & Turkish (moderate)
* Excellent customer service orientation
* Strong organizational skills
* Capacity to multi-task under pressure.
* High level of responsibility and fast-learning traits.
* Team Spirit
* Integrity

**Non-Academic Achievements**

* Participated in MUN (Model United Nations)
* Main Speaker in various seminars and college activities

**References available upon request**