

THERESE EL-SABBAGH

JOUNIEH / LEBANON

Mobile: 03/ 771 665

Email: theresesabbagh@gmail.com

WORK EXPERIENCE

2000-may 2014. NS Architects –Achrafieh.

Assistant:

- Handling daily office operation.
- Scheduling appointment and meetings.
- Managing customer service and needs.

1997 –1998.

Holy Spirit University of Kaslik.

Responsible of the reservation for a trip to Italy:

- Organized and managed tourism services.

1993 –1995.

<Recto verso> library - Jounieh.

Responsible:

- Assisted employees and customers.

1990 –1992.

Holy Spirit University of Kaslik.

Administrative:

- Receptionist.
- Answered phone calls.

EDUCATION

2000 –2003.

English courses at American Lebanese language center.

1995 –1996.

Diploma in ticketing at C&E college-Beirut.

1994 –1995.

Italian courses at Italian embassy.

1988 –1990.

Political science at Lebanese university.

SKILLS

Languages:

Arabic, French and English; knowledge in Italian.

Computer:

Excel, Word and Internet.

Hobbies

Traveling, Reading and sports.