

Dalia Al-Kontar

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daliakontar92@gmail.com

Clemenceau – May Ziadeh Street- Borji Bldg.-GF

Antelias – Akhawayn Al Rihbani Street- Pheonicia Bldg.-6Flr

Information

Date of birth: April 20th 1992

Nationality: Lebanese

Status: Single

Interests: Meeting new people, learning different cultures and traditions, Reading, Writing, Drawing, Painting, Designing clothes, Shopping, Dancing, Reading magazines and newspapers, basketball, swimming, Partying, Cooking, and riding horses.

Education

- February 2016
Project Management Diploma (Haigazian University)
- 2010-2015
Bachelor Degree in Graphic Design (Lebanese International University LIU)
- July 2010
Bac II Certificate (Life Science) at New Orient Academy
- 2008-2009
- Fashion Design classes (2 semesters)
- Flower Decoration class (1 semester)
- 2008-2009
Youth Exchange Student program (YES) scholarship to the US (Texas) studied at Cypress Spring High School

Job:

January 2013- Present

Administrative Assistant at the American Lebanese Chamber of Commerce

July 2012- October 2012

Teleperformance Agent as Customer service representative at Byblos Bank

November 2010 – July 2012

Customer service representative at MTC Touch

Skills Summary

- Languages spoken: English (fluent), Arabic (fluent), French (fair)
- Written languages: English (Excellent), Arabic (Excellent), French (good)
- Excellent proficiency in Adobe Photoshop, Illustrator and Indesign, and Microsoft Word, Excel, and Powerpoint
- Excellent proficiency in Flash, After Effect, Dream Weaver, Premier Software
- Excellent computer literacy
- Have attended more than 30 workshops in 2014 and 2015
- Self-motivated, initiative, high level of energy
- Ability to work in teams, individually and under pressure
- Self esteem, strong personality, responsible, high abilities and hardworking
- Sociable and adaptable in different environments
- Applicable of presenting and communicating with people from different generations, genders and cultures.
- Have gotten a lot of Awards at school in different domains
- Have held many educational campaigns about AIDS, Cancer, Smoking and Alcohol... for students in different schools in Lebanon
- Have hosted all New Orient Academy school's events on the campus and outside the campus
- Been the school's student council president for 3 consecutive years
- Member of Lebanese State Alumni Community - LSAC organization
- Volunteer at Green Peace
- Made more than 150 community service hours in 2014

References:

Mr. Salim Zeenni – Chairman of American Chamber of Commerce – 06 930 130 –
zeenni@zeenni.com

Miss Ruba El Amin – Former Chairperson of Graphic Design Department at Lebanese
International University – 01 706 881 - ru.elamine@gmail.com

Mr. Ibrahim Shihimi –Senior Officer at MTC Touch – 111 – i.shehimi@touch.com.lb

Dear Sir/Madam,

I would like to apply for the job vacancy which I have seen advertised online on your website.

I come from a strong administrative and customer service background so I feel that I have the qualified skills to the role you are looking for. I am a responsible, self confident and very hardworking person. I am punctual and organized by nature. I have good time management skills and I am able to prioritize my work load well.

In 2008, I got accepted at the YES Program (Youth Exchange Scholarship) and had the opportunity to live the exchange student life. I have met people from all over the world, from different countries and contents having different cultures and traditions which made me more tolerant. I accept people for who they are and not for their age, gender, race or religion. So I believe I have very good communication skills where I can adapt to any environment and communicate with everyone.

For more information and questions, please do not hesitate to contact me.

Thank you for taking the time to read my letter and CV and I look forward to hearing from you.

Yours sincerely

Dalia Al Kontar