

Nicole Georges Nahas

PERSONAL INFORMATION

Date and place of birth: 01-01-1996, Lebanon

Address: Diab Bldg, 1st floor, Roland Abou Jaoude Street, Bsalim, El metn, Lebanon.

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EDUCATION

2013 – 2016	Bachelor degree in Business and Management Université Saint Joseph, Monot
2012 - 2013	Lebanese baccalaureate II, Sociology and Economy section Ecole Zahrat-El-Ihsan, Achrafieh

PERSONAL EXPERIENCE

Jan 2015- Present	Private tutor - Teach Educational Agency
June 2014-Sept.2014	Telemarketer - Talking To Me, French Call center
Mar. 2012- Jan. 2013	Hostess - Kristie's for hostessing and events
Summers 2010, 2011,2012	Team Leader - St Georges' Summer School

TRAININGS

June 2015 – Aug. 2015	Legal and Recovery trainee - Arope Insurance Zalka <ul style="list-style-type: none">▪ Prepared notices, warnings and cancellations related to insurance policies▪ Assisted in managing a portfolio of cases▪ Undertook reviews of legal documents▪ Conducted extensive legal research and prepared studies and reports
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SKILLS

- Computer Skills: Microsoft (Word, Excel, Power Point, Access), HTML.
- Languages: Arabic, French, English, Spanish (beginner).

LEADERSHIP AND COMMUNITY SERVICE

- Team leader at a pastoral and scouting organization (St George's parish- Rmeil).
- Participated in many training sessions for leadership (Teamwork, effective communication, meeting management, leadership and influence and event planning).