Jessica Habib

71 – 964269/ Jessy\_habib@hotmail.com

***OBJECTIVE***

To get an acceptance in a job that enhances my professional skills and allows me to acquire new ones in order to be promoted to higher positions throughout my career path.

***EDUCATION***

**B.A. in Banking and Finance** Expected in May 2017

Holy Spirit University (USEK), Kaslik

**Baccalaureate Diploma in Socio Economics** May 2014

Beirut Evangelical School for Girls and Boys, Rabieh

***EXPERIENCE***

**One Month Internship** August 2016

Byblos Bank, Elyssar Branch

* Communicated with the clients at the branch and filled with them a questionnaire that tackles their level of satisfaction with the provided services at the branch
* Observed the client’s behavior and how their requests or transactions are being fulfilled

**One Month Internship** August 2015

First National Bank, Mazraat Yachouh Branch

* Learned about the job of the teller and the retailer and how everything works on the computer as well as on papers
* Wrote a report concerning the duties of tellers and retailers

***SKILLS, ABILITIES, AND CERTIFICATIONS***

**Communication**

* Read, write, and speak Arabic, English, and French fluently

**Computer Skills**

* Possess skills in Microsoft Office (Word, PowerPoint, and Excel).

***EXTRACURRICULAR ACTIVITIES***

* Attended “Forex Trading Workshop” course at Beirut, 2015
* Worked as a sales trainee for two weeks at Oysho-Azadea/Le Mall Dbayeh, 2015
* Participated in a modeling event at Biel, 2013
* Won the third prize in a biking race at BESGB, 2009
* Won the fourth prize in an English Story contest at Sawt El Mahaba Radio Station, 2007

***REFERENCES***

* Available upon request