

# NADINE SLAIBY

## PERSONAL DETAILS

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Address: Tilal Ain Saade, Metn – Lebanon  
Project Al Amal2 – Bloc G  
Birth Date: 09-OCT-1992

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## OBJECTIVE

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To obtain a position where I can maximize and enable my strong organizational and interpersonal skills, educational background and knowledge in which I can effectively utilize my expertise in human relations.

## EDUCATION

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### **Move Forward International – MFI – Lebanon – July 2017**

Certificate in Completing the Excellence in Administrative Support Workshop from CAP (Certified Administrative Professional)

### **Young Women's Christian Association YWCA – Lebanon 2014 – June 2015**

Diploma in Administrative Assistant

### **Haigazian University – Lebanon 2013 – 2014**

Bachelor of Arts in Education

### **American University of Beirut – Lebanon 2011 – 2013**

Bachelor of Arts in Education

### **Antonine Mar Doumit – Lebanon 2010 – 2011**

Lebanese Baccalaureate in Economics Sciences

## WORK EXPERIENCE

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### **Khoury Management Group S.A.L**

*Personal Assistant to the Owners & General Manager*

**August 2017 – Present**

### **The EuroMena Private Equity Holding S.A.L**

*Personal Assistant to two of the Partners & the Investment Manager*

**November 2015 – June 2017**

- Manage personal & work emails, agendas, meetings, events, etc.
- Account local & foreign business expenditures on a monthly basis
- Write Board meeting minutes when needed
- Apply/Get Visa. Book ticket, hotel reservation & all needed logistics
- Conduct research, compile data & prepare paper work for use in conferences, reports, meetings & discussion
- Process & maintain confidential information
- Maintain effective filing system
- Order office supplies

### **Arabia Insurance Company – Ain El Mrayseh**

*Administrative Assistant for the Legal & Shareholders Department*

**January 2015 – October 2015**

- Transcribe dictation, often of a highly technical and/or confidential nature
- Collect & summarize information for the preparation of legal documents
- Help in preparing documents & letters for the General Assembly meetings
- Compile regular & special reports, following established formats & procedures
- Prepare charts & tables for presentation or inclusion in reports
- Route or answer routine correspondence not requiring supervisor attention
- Maintain confidential department records & files

### **Migrant Community Center – Gemmayze**

*Teacher*

**January 2014 – December 2014**

- Teaching English Level 0 & 1

# NADINE SLAIBY

**Urbanista – Bliss Street**  
*Waitress*

January 2014 – April 2014

**Oasis – Mont La Salle Lebanon**  
*Monitor*

July 2013 – August 2013

- Responsible for 30 kids of 4 years old

**Issam Fares Institute for Public Policy and International Affairs – AUB Lebanon**  
*Clerk*

February 2013 – May 2013

- Assist in the events organized by the office

**Health Insurance Plan – AUB Lebanon**  
*Summer Relief*

June 2012 – August 2012

- Students section data entry for applications & registration
- Waiver for the students that have private insurance

**Olayan School of Business – AUB Lebanon**  
*Student Services Help Desk*

February 2012 – May 2012

- Assist students with departmental procedures & applications

**CCCL St.Jude – AUB Medical Center Lebanon**  
*Assistant Secretary*

September 2011 – January 2012

- Data Entry of patients' charts

**Enfants du Soleil – Mtayleb Lebanon**  
*Monitor*

July 2011 – August 2011

- Responsible for kids aged between 6-9 years old

**Moka & More – CityMall Lebanon**  
*Waitress*

June 2010 – September 2010

## **ACTIVITIES**

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- Private Tutoring in English & French till Brevet Class
- Dancer – Star Dance Club **May 2014 – December 2015**
- Organizer – AUB contributors in the UN charter **June 10 – 21 2013**
- Usher – AUB commencement 2013 **June 14 – 15 2013**
- Dancer – AUB Latino Dance Club **September 2011 – September 2013**
- Church Group & Choir – Saint Rafka Church – Tilal Ain Saade **2008 – 2011**
- Coach & Organizer – Saint Paul – Ain Najm **2008 – 2010**

## **COMPUTER LITERACY**

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Word, Excel, PowerPoint, Internet & Social Media Platforms

## **LANGUAGES & TYPING**

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Fluent in speaking, reading, writing & typing Arabic, English & French

Typing: Arabic, English & French

## **HOBBIES**

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Dancing, Singing, Table Tennis, Swimming

## **REFERENCES**

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Available upon request