Maria Georges Beaino

beaino11@gmail.com

+961 78 979035

Sarba - Kaslik - Near USEK

**Personal Information**

* **Date and place of birth:** 09/10/1988 in Batroun
* **Nationality:** Lebanese
* **Marital Status:** Single

**Education**

2008 – 2012

**BA in Graphic Design**

Université Saint-Esprit de Kaslik

2006 – 2008

**Banking and Finance**

Université Saint-Esprit de Kaslik

1998 – 2006

**High School degree in Sociology and Economy**

College Central Jounieh

**Work Experience**

Since 2011

**Graphic Designer**

Freelance Projects: branding, full identity creation, printed ads, social media posts, web design, magazine layout, book design, concept consultation

Since September 2015

**Senior Sales – Patchi**

Assisting customers, providing excellent customer service and help them with their shopping experience, replenishing the shop with missing products and chocolate, participating in monthly inventories, reporting sales accidents and customer complaints to the management, discussing the shop’s performance, Handling Expiry Dates.

August 2012 – June 2015

**Acting Shop Manager – Zara Home (Azadea Group)**

Handling the shop’s procedure, managing sales associates to provide a higher customer service, following up on the shop’s image and the visual merchandising, handling inventories, managing the stock room, handling the stock level and orders from the suppliers, communicating with the suppliers on weekly basis to discuss the sales needs and market’s needs, motivating staff, scheduling and holding staff meetings, meeting new joiners, evaluating their skills and approving their recruitment, setting sales plans to achieve / exceed targets

July 2010 – August 2012

**Visual Merchandiser / Coordinator – Pull and Bear (Azadea Group)**

Awareness of the market trends, designing the shop’s display and the shop’s image to reflect the brand and the latest trends, organizing the collections into sections, coordinates the shop window, coordinating the products order

September 2008 – July 2010

**Primary Cashier – Pull and Bear (Azadea Group)**

Handling the cash desk, monitoring closing process and files related to shop’s paper work, monitoring tailoring orders and customer’s special requests, in charge of the shop’s safe box and money transfers, in charge of the loss and prevention procedures, providing trainings to the joker cashiers and supervising the cashiers

September 2007 – September 2008

**Sales Associate – Pull and Bear (Azadea Group)**

Assisting customers, providing excellent customer service and help them with their shopping experience, replenishing the shop with missing products and sizes, participating in monthly inventories, reporting sales accidents and customer complaints to the management, discussing the shop’s performance

**Languages**

* **Arabic:** Read, Spoken & written fluently
* **French:** Read, Spoken & written fluently
* **English:** Read, Spoken & written fluently

**Computer Skills**

* **Microsoft Office:** Word, Excel, Access
* **Adobe:** Illustrator, Photoshop, Flash, After Effect, In Design, Quark Express, Muse
* **Internet**

**Hobbies**

* **Arts:** Painting, Photography, writing, reading, Music
* **Extreme Sports:** Paragliding, Hiking, Kayaking, Mountain biking, Cliff Jumping, Snow skiing

**Computer Skills**

Available upon request