**Curriculum Vitae**

**Manuella Jean Tannous**

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| **Date of Birth:** 05/11/1995  **Marital Status:** Single  **Address:** Zouk Mousbeh, al wadi str , Lebanon  **Tel:** +961 71696361  **Email:** manuella\_tannous@hotmail.com |  |

**Education**

2013 - 2017: Bachelor of Art (BA):

*Hospitality Management and Business Administration*.

Holy Spirit University- Kaslik, Lebanon (USEK)

2012 - 2013: Lebanese Baccalaureate – LH

Notre dame de Louaize

**Work/Training Experience**

*Trainee*:

* Three 0 Nine Hotel –Hamra street (2017).
* Veer boutique Hotel and resort – Kaslik (2016).
* Horeca (2015).
* Gourmet week (2014).

**Computer Skills**

Microsoft Office (Word, Power Point, Excel…).

**Languages**

English (fluent) ; Arabic (fluent); French (fair).

**Hobbies**

Going shopping , watching movies, reading books, exploring new things.

Beirut on 19/3/ 2018

**Dear Sirs,**

Thank you for the opportunity to apply for the offered job role at your esteemed organization. It is clear that you are looking for a candidate that is extremely familiar with the responsibilities associated with the offered role and can perform them confidently. Given these requirements, I am certain that I have the necessary skills to successfully do the job as per your expectations.

I am a proactive recent college graduate (*Hospitality Management and Business Administration) from USEK.* Throughout my academic years, I was consistently praised as proactive by my professors and peers. While working on academic projects, I developed proven teamwork, communication and creative thinking skills, which I hope to leverage into the offered job role at your company.

After reviewing my CV, I hope you will agree that I am the type of competent and competitive candidate you are looking for. I look forward on elaborating further on my specific skills and abilities.

Thank you for your consideration and I look forward to hearing from you soon.

**Sincerely,**

Manuella Jean Tannous