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**Ola El Hajjar**

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**WORK EXPEREINCE**

**Research Assistant | 2017**

**InfoPro, Beirut**

Assisting in day to day operations doing administrative work.

Scheduling appointments through emails and the phone for interviews to be conducted on a later date.

Surveying and conducting phone interviews with people on various projects



**EDUCATION**

**Bachelors in Hospitality Management | 2016**

**American University of Science and Technology, Beirut**

Underwent various business introductory courses.

Developed an interest within the hospitality management sector.

Studied courses that include: servicing and satisfying guests, Industry segments that include hotels, managed food service, event planning, tourism related businesses etc…

**Baccalaureate in Sociology and Economics | 2012**

**Mosaitbeh Adventist Secondary School**

Modules in Economics, in addition to extensive topics within sociology. As well as the needed courses within the lebanese grade 12 curriculum.



**SKILLS & STRENGTHS**

● **Ability to speak, understand, and write English and Arabic Proficiently**

● **Microsoft Office: Excel, Word, and Powerpoint**

● **Ability to work under pressure and meet deadlines**

● **Proven communication skills to listen attentively and deliver the message as needed to be delivered**

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**REFERENCES**

Available Upon Request