

# Lea Jeha

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## Objective

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- To acquire diverse work experience, in the field of Hospitality, that can develop my skills and nourish my knowledge.

## Experience

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- **Sales Executive**

**Sofil Catering, Apr 3. 2018- July 3. 2018:**

- ✓ Meet with clients and understand their requirements
- ✓ Promote and sell the Seaside Pavilion venue
- ✓ Present and propose different menu options
- ✓ Draft proposals providing the venue, exclusive suppliers, furniture when required, as well as the different catering options
- ✓ Finalize negotiating terms with the clients
- ✓ Draft appropriate contracts to ensure compliance
- ✓ Follow-up with all parties to harmonize the tasks
- ✓ Accommodate specific requests / alterations
- ✓ Supervise preparation and implementation of the Event Plan
- ✓ Orchestrate the event implementation and inspect the execution of related details
- ✓ Execute administrative tasks related to the above

➤ **Wedding & Events Coordinator**

**Elie Berchan Wedding & Events Creation, Nov. 2016 – March. 2018:**

- ✓ Meet with clients and understand their requirements
- ✓ Enquire on the allocated budget
- ✓ Specify details related to Venue, F&B, Florist, Photographer, Sound & light, Furniture, Entertainment & Design
- ✓ Draft proposals providing 3 options
- ✓ Prepare presentations to show the Event Plans
- ✓ Agree on the preferred event and date with clients
- ✓ Negotiate with suppliers on various quotations
- ✓ Identify suppliers who offer the best quality, service & price
- ✓ Draft appropriate contracts to ensure compliance
- ✓ Book event and collate various service providers
- ✓ Follow-up with all parties to harmonize the tasks
- ✓ Brief clients on the preparations and obtain their feedback on the preparation progress
- ✓ Accommodate specific requests / alterations
- ✓ Supervise preparation and implementation of the Event Plan
- ✓ Orchestrate the event implementation and inspect the execution of related details
- ✓ Post-event evaluation with clients and suppliers to exchange feedback and rate satisfaction
- ✓ Execute administrative tasks related to the above

## **Internship& Training**

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➤ **Dubai Airshow – November, 2015:**

Supervised a team of 6 waiters at the “Dubai Airshow” where we were in charge of 4 chalets. Scope of work included:

- ✓ Set up and preparation of Breakfast & Lunch.
- ✓ Cater for Food & Beverages on time.
- ✓ Ensure full guests satisfaction.

➤ **Mandarin Oriental Hotel, Kuala Lumpur. July – September, 2015:**

I was assigned by LAU to undergo a 2 months training mission in Malaysia at one of the most prestigious Hotel chains. Training schedule included cross-functional duties at the Front Office Department:

- ✓ Guest Relations
  - ✓ Reception
  - ✓ VIP Club, Floor Lounge
  - ✓ Appointed as Hotel agent for Middle Eastern guests.
- **Le Royal Hotel & Resort, Dbayeh, Lebanon. May – June, 2015.**
- Rotated among Housekeeping and various Food & Beverages outlets, for a period of 5 weeks – Internship routes:
- ✓ Room Service
  - ✓ Restaurants
  - ✓ Lobby Bar
  - ✓ Housekeeping
- **Part-time Tasks:**
- ✓ Products Promotion (Henkel)
  - ✓ Products Promotion (Lipton Iced Tea)
  - ✓ Hostess Valentine's Day event (Kristie's)

## Interests & Projects

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- Model United Nations (MUN) – LAU, 2012
- Community Service –120 hours done at school
- Volunteer social work with (Himaya) NGO
- Member of Futsal Team
- Member of The LAU Hospitality Club

## Education

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- **BS, Hospitality & Tourism Management**  
Lebanese American University, June 2016
- **High School Diploma**  
Adma International School, June 2012

## Languages & Computer

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- Arabic & English
- Social French
- Microsoft Office Windows