**Julia Sleiman**

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24 February 1997

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 Lebanese

**Personal Statement**

I am a fresh graduate with a Bachelor in Travel and Tourism Management, holding the IATA diploma (foundation in travel and tourism with sabre,2017) looking for an opportunity in a small or large company in order to improve by knowing new skills, gaining experience, and contributing the company’s growth. In addition to that, I enjoy working in a diverse community in order to learn from people and share my experiences to develop more socially, and achieve the goals of the firm.

**Education**

2015-2019 **American University of Science and Technology** Beirut, Lebanon

 Bachelor in Travel and Tourism Management (ongoing)

2015 **Lycee Des Arts**

 Baccalaureate II, Economics and Sociology Beirut, Lebanon

**Work Experience**

* Internship at Eagle Wings for 1 month; front desk operations
* Internship at Masar Altawfik International for Travel and Tourism for 1 month; travel agency operations
* Trainee at Nakhal and Cie; for 1 month, receptionist

**Computer Literacy and Languages**

* Proficient in Microsoft Office (Excel, Word, and Power Point)
* GDS system, mainly Sabre
* Languages: English (Full professional proficiency)

 Arabic (Native professional proficiency)

**Communication**

I am a sociable and energetic individual who loves to meet new people and discover different personalities. Moreover, I favor working with groups where I have great communication and negotiating skills that helps facilitate work and thus achieve set goals and objectives.

**Personal Skills**

* Aware of major cities’ codes
* Geographic Knowledge
* Excellent written and verbal communication skills in both acquired languages
* Organized and efficient
* Able to manage time
* Adaptability