

JESSICA BOUERY



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30-04-1990



Lebanon, Antelias



00961 _ (71) _ 127759

TECHNICAL SKILLS AND OTHER COURSES

Microsoft office, HR systems,
AutoCAD 2D, Adobe
(illustrator, Photoshop)

LANGUAGES

Arabic: Native language
English: Business level, fluent
French: Limited

EXPERIENCE

ADMINISTRATIVE ASSISTANT

SOCIÉTÉ LIBANAIS POUR L'INVESTISSEMENT ET LE
DÉVELOPPEMENT SARL - ASHRAFIEH
May 2019-Nov. 2019

INTERNSHIP (100 HOURS COMPLETED)

RECRUITMENT OFFICER – LABORA, NGO - ANTELIAS
July 2018-Sept 2018

- Data-entry for job seekers' applications on CRM
- Screening CVs for the proposed job in hand
- Following-up with employers regarding employment openings and candidate's status

INTERNSHIP - ADMIN AND HR COORDINATOR

INTOUCH MENA – JAL EL DIB
Mar 2018- Jun 2018

- Managed job postings online and screened résumés
- Conducted phone interviews
- Monitored daily attendance and absence leaves
- Prepared weekly and monthly attendance reports for employees in Lebanon, Dubai and Qatar
- Assisted the accounting department with client's follow up and collection
- Assisted the HR manager with payroll administration

SALES AND TECHNICAL SUPPORT

EUROMED BROKERS - DBAYEH
2015-2017

- Answered client's call and e-mails
- Issued insurance policies and generates monthly sales reports
- Assisted traveling agencies with travel insurance terms and conditions
- Assisted the accounting department with accounts payables and receivables
- Filing sales receipts and correspondences for future reference

ADMINISTRATIVE ASSISTANT – CEG INT'L - DORA
2013-2014



EDUCATION

MA – LEBANESE UNIVERSITY-RABIEH

From 2017 till 2019 Sociology and HRM

BS – SAGESSE UNIVERSITY - BEIRUT

From 2008 till 2011 Business Administration (minor: management)

LEBANESE BACCALAUREATE - ECONOMICS & SOCIAL SCIENCES - 2008

Beirut Evangelical school for girls and boys - Rabieh

REFERENCES AVAILBALE UPON REQUEST
