

JESSICA BOUERY



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30-04-1990



Lebanon, Antelias



00961 _ (71) _127759

TECHNICAL SKILLS AND OTHER COURSES

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

LANGUAGES

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

EXPERIENCE

CORPORATE ASSISTANT

SOCIÉTÉ LIBANAISE POUR L'INVESTISSEMENT ET LE DÉVELOPPEMENT - SOLID SARL

April 2019-Dec 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 (PART-TIME)

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 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

EXECUTIVE ASSISTANT – CEG INT'L - DORA

2013-2014



EDUCATION

MA – LEBANESE UNIVERSITY-RABIEH

From 2017 till 2019 : Human Resources Management

BS – SAGESSE UNIVERSITY - BEIRUT

From 2008 till 2011 : Business Administration (minor: management)

LEBANESE BACCALAUREATE II OFFICIAL ECONOMICS & SOCIOLOGY - 2007

Beirut Evangelical school for girls and boys - Rabieh

REFERENCES AVAILBALE UPON REQUEST
