**Curriculum Vitae**

**Joanne Al Ashkar**

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* Excellent communication and organizational skills
* Excellent interpersonal skills
* Serious, hardworking and loyal
* Experience in tutoring English language and Maths for Saudi students
* Experience in observing, monitoring and controlling students of all ages.
* Experience in managing the Summer Camp office, registering students and interacting with parents.
* Experience in advertising, managing and leading a group of employees at the family business restaurant.

**Education\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Lebanese International University**

**Communication Arts – First year**

**2015-2016**

**AUST**

**2013-2014**

**Freshman class**

**Brummana High School**

**High School Diploma**

1999-2013

* This education is associated with:

2 Awards "The Distinguished Service Award" 2013 and the “I Serve” award in 2012

**Experience\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Teacher - Freelancer**

July, 2011 - Present

* Taught English language and Maths for three Saudi students – Elementary level.

**Office Manager**

**Brummana High School Summer Camp - Brummana**

Summers 2013, 2014, 2015 and 2016 (June, 2013 – August, 2016) – A summer job that finishes at the end of the summer camp

* Managing the Director's office from 8:00a.m. to 2:00p.m.
* Registering students
* Receiving and answering telephone calls and inquiries and self-correspondence
* Performing most of the administrative work

**Assistant Bookshop Manager**

**Brummana High School – Brummana**

During the high season (August, September and October) I assist the bookshop manager in selling the books and stationery to students.

**Senior Monitor / Assistant office manager**

**Brummana High School Summer Camp - Brummana**

Summer 2012 (June 15, 2012 - August 25, 2012)

* Assisting the Director of the Summer Camp in the office work from June 15 till July 15
* Overseeing, monitoring and controlling the campers and monitors from July 15 till August 2

**Head waiter**

**2009-2011**

**Restaurant Alb Al Snoubar - family business**

A Lebanese restaurant owned by the family - capacity 100-150 (indoor/outdoor area)

**Awards\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**"Distinguished Service Award 2013**

This award is presented to the student who, in devoting time and effort for the welfare of others and in contributing to the spirit and progress of the school, and for being renowned in the school community for active and pervasive presence, best exemplifies the school motto "I Serve"

* **Community Service: “I Serve” Award 2012**

**Publications\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Old Scholars Association Magazine**

Article “Madrasati” in the Old Scholars Association year book 2013.

**Interview with President Emile Lahoud**

An article in the Old Scholars Association year book 2013 about an interview with President Emile Lahoud

**Personal**

* Performed Ballet Classic shows at Grand Hills hotel and at Brummana High School.
* Nesquick TV Commercial by Independent Production in 2003.

**Computer Skills:** Excel, Microsoft Word, Power Point, Outlook

**Languages:** Arabic - Native and full professional proficiency

English - Full professional proficiency