

Valentina Baboukjian

CONTACT

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LANGUAGES

Arabic– Fluent
English – Fluent
Armenian – Fluent
French- Fair

ADDITIONAL SKILLS

Software Knowledge:
Microsoft Office Access,
Excel, Word, PowerPoint,
Adobe Photoshop.
Statistical operation: SPSS.
Interpersonal Skills: Active
Listening, Patience,
Motivation, Responsibility,
Flexibility, Management,
Teamwork.
Customer Service, Data
Entry.

REFERENCES

Available upon request

OBJECTIVE

To obtain a moderate level position, where I can contribute positively given my education and skills, with the ability to build an effective team in order to achieve customer satisfaction.

WORK EXPERIENCE

May 2021 - July 2021

Front Desk Receptionist, Cratus Fitness Center

Responsibilities:

- Greeting and welcoming members and guests
- Membership consultant
- Directing guests and answering their questions
- Notifying Personal Trainers of newcomers
- Complying with procedures, rules, and regulations on keeping a safe and clean reception area
- Answering the phone; and providing information to callers
- Providing administrative and clerical support
- Operating Point of Sale systems

August 2015 - December 2017

Customer Service Representative and Procurement Clerk, Photo Video Center

Responsibilities:

- Photographer and sales representative
- Purchasing assistant to schedule item deliveries
- Data entry internship

May 2014 - May 2015

Customer Service Manager and Procurement Clerk, Grand Optical

Responsibilities:

- Managed the inventory of the shop
- Purchasing assistant to discuss item shortages
- Operated as a salesperson

EDUCATION

2014 - 2018

Bachelors Degree in Business Administration, Haigazian University

LICENSES & CERTIFICATIONS

2021

The Fundamentals of Digital Marketing, Google Digital Garage