NICOLE NASRALLAH

Yellow Zone, Adonis, Zouk Mosbeh, +961 H: 09-216.182 M: 76-46.45.61 nicolenasrallah@hotmail.com

**WORK HISTORY**

* **Giritaly**

Town/City: Kaslik, Kesserwan

Position: Travel & Tourism planner; Wedding & Event organizer; Administrative Assistant to the General Manager; Social Media Administrative.

Date From/To: March 2014 – September 2015

* **UTravel Group S.A.R.L**

Town/City: Hazmieh, Beirut

Position: Internship program which involved Administration work, Accounting duties & Reservations Travel Associates

Date From/To: September 2012 – December 2012

* **The American Lebanese Language Center International House Location**

Town/City: Sin El Fil, Beirut

Position: English Private Instructor Specialized in Grammar

Date From/To: January 2010 – March 2010

* **The National School of Education Location**

Town/City: Ain El Remmaneh, Beirut

Position: English Coordinator & Teacher to 13 Grades (Kindergarten to High-School)

Date From/To: October 2008 – June 2009

**EDUCATION**

* **International Air Transport Association (IATA) Training And Development Institute (ITDI)**

Town/City & Country: Quebec, Montreal, Canada

Year of Completion: 2013

* Degree: Managing the Travel Business
* Degree: Destination Geography in the Travel Industry
* Degree: Travel and Tourism Consultant
* Degree: IATA/UFTAA Foundation in the Travel and Tourism
* Degree: Global Distribution System Fares and Ticketing – Galileo
* **American Universal College- AUC**

Town/City: Sin El Fil/Dbayeh, Beirut

Year of Completion: 2013

* Degree: issued by the ministry of education and higher education lebanon: specialist in ticketing and reservation degree
* Degree: issued by the ministry of education and higher education lebanon: travel and tourism consultant degree
* **Cambridge University U.K**

Town/City & Country: Cambridge, United Kingdom

Year of Completion: 2007

* Degree: First Certificate in English Language
* **Michigan University Language Institute U.S.A**

Town/City & Country: Michigan, United States of America

Year of Completion: 2007

* Degree: Certificate of Competency In English Language

**INTERESTS/HOBBIES/SKILLS**

* English Literature, Reading, Writing, Music, Art, Humanitarian Acknowledgement Computer Literate such as Microsoft Office Word, Excel, Power point etc.. Internet, Social Media, Database, systems of accounting and GDS

**REFERENCES ARE FURNISHED UPON REQUEST**