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|  |  | JoannaTajeddine |
| IMG_7394.png |
| EDUCATION**software engineering2010 — 2014**University of balamandWORK EXPERIENCE**azm & saadeh association Jan 2014 — Jan 2016**basketball coach* Building unprivileged young athletes (public schools )

**Griffin March 2014 — March 2016** Macmillan sales representative* Preparing weekly and monthly reports.
* Giving sales presentations to a range of prospective clients.
* Coordinating sales efforts with marketing programs.
* Understanding and promoting company programs.
* Obtaining deposits and balance of payment from clients.
* Preparing and submitting sales contracts for orders.
* Visiting clients and potential clients to evaluate needs or promote products and services.
* Maintaining client records.
* Answering client questions about credit terms, products, prices and availability

**Rawdat al Fahyaa school & azm and saadeh school September 2014 — March 2016** Basketball coach* conducting practices, motivating students, and instructing student athletes in game strategies and techniques.

**arz sports club April 2016 — September 2018** Manager* Recruit and train staff
* manage budgets
* enhance profitability by organizing and delivering fitness classes , events , programs , offers..
* Manage staff
* deal with technical aspects
* provide satisfactory client experience
* resolve customer complaints
* provide satisfactory experience for both clients and staff
* keep track of staff schedule and delegate work
* responsible for creating the marketing strategy from designing flyers to promoting social media pages
* created the gym's system concerning members  , daily cost and income
* follow maintenance
* deliver daily and monthly reports
* schedule meetings

**Arz educational compound April 2016 — September 2018** Sports coordinator* Organize, develop, and maintain assigned recreational sports programs, including coaching and teaching responsibilities, and planning for team activities. Recruit, hire, supervise, train, and evaluate students and staff as assigned.

QUALIFICATIONS* Effective leadership and management.
* Good communication and social kills
* Planning and research skills.
* Self-management.
* Teamwork and interpersonal skills
* Ability to Work Under Pressure.
* Decision Making.
* Time Management.
* Self-motivation.
* Conflict Resolution.
* Leadership.
* Adaptability
* persistency
* Fluent in Arabic , english and french
* proficient in Microsoft office , photoshop

INTERESTS* Team sports : basketball & volleyball ( captain of school, university and first division team )
* Traveling
* photography and editing
* creating social and sports events
* volunteering

REFERENCESReferences available upon request. |
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