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|  |  | Joanna Tajeddine |
| IMG_7394.png |
| EDUCATION**software engineering2010 — 2014** University of balamand WORK 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  REFERENCES References available upon request. |
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