* **ARIN - RITA H. SAKAYAN**
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* **EDUCATION**
* **Lebanese American University**, Beirut, Lebanon
* *Bachelor of Science in Business Studies*
* *Emphasis in Accounting*  **Fall 2015 – Fall 2018**
* **Jesus and Mary School**, Rabweh, Lebanon **June 2010**
* **WORK EXPERIENCE**
* **Sakayan Jewelry Trading & Co.**
* Sales and Office Manager **Sept. 2011 – Present**
* Performed responsibilities of entering gold, jewelry and diamond sales information on a daily basis
* Was responsible of developing working relationships with customers and manufacturers
* Was responsible for providing customer service over the phone
* Maintained customers records and accounts

**Choujaa Audit Firm**

**Intern Dec. 2018 –Jan. 2019**

* Review financial records, reports, and other information to check for accuracy and ensure details align with goals and procedures.
* Used a computer record-keeping program (Dolphin).
* Audit financial records from previous years and the current fiscal year in order to assess the record-keeping techniques of several accounts.
* Helped in the preparation of tax duties for several accounts.
* **ACTIVITIES**
* Member of the Accounting Club, LAU, Beirut **Sept. 2016 – Fall 2018**
* Tutoring high school level Mathematics and Economics **Sept. 2014 – Sept. 2016**
* **VOLUNTEER WORK**
* **Armenian Relief Cross Aug. 2010 – Sept. 2015**
* Helped in planning events and fundraisers to raise money and awareness for the Lebanese Armenian society
* Helped assure community awareness of the availability of services and programs offered by the organization
* Participated in annual work performances evaluations
* Assisted in the training and recruitment of new volunteers
* Participated in fieldworks in underprivileged areas in Beirut, Byblos and the Bekaa governorate, Lebanon and in Aleppo, Syria
* **IDRAAC with MIND Clinics, St. George Hospital** **Feb. 2017 – Mar. 2017**
* Helped in planning events, mainly fundraisers and awareness campaigns
* Helped in organizing conferences among psychiatric facilities
* Assisted in patient records and accounts

**Beirut Marathon Nov. 2018**

* Help with pre-race preparation including bib stuffing.
* Welcoming participants and support them throughout their experience.
* Interacting with race participants making them feel welcome, inspired, and excited.
* Pre-race assisting with gear check or post-race celebrating each athletes’ accomplishments, or providing food and hydration.
* Assist the event organizers in setting up various stations and equipment, some of the set-up areas included exhibition booths and package pick-up.
* **KEY SKILLS & COMPETENCE**
* *Business:* Analytical, Communication, Time Management, Team Work, Highly Motivated, and Hardworking
* *Computer:* Windows and Mac OS, Microsoft Office (Word, Excel, PowerPoint, and Outlook), Dolphin
* **LANGUAGES**
* *Native:* English, Arabic, and Armenian
* *Intermediate Proficiency:* Turkish and French
* *Fair:* Spanish