

Randa S. Khairallah

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Personal Information

First Name	Randa
Last Name	Khairallah
Date & Place of Birth	Monrovia Liberia, 16th November, 1974
Marital Status	Single

Career Objectives

My objective is to pursue a job in a reputable International Firm that gives me the opportunity to develop a broad knowledge base and to be exposed to various challenges.

Education

- **American University of Beirut - Beirut, Lebanon**
Office Management Diploma, Extension Department
- None-credit evening program in Office Management, offered in cooperation with the Graduate School of Business and Management, consisting of the following Four Courses:
 - 1- Introduction to Business
 - 2- Business English
 - 3- Office Procedures and Routines
 - 4- Office Automation
- **YWCA - Young Woman Christian Association – Beirut, Lebanon**
Bt3 – Interior Design

Experience

American University of Beirut – Beirut, Lebanon

- 10/2006 -To Date *Secretary to the chairperson (Civilization Sequence Program)* at AUB.
 - Work responsibilities consist of:
 - Carries out various secretarial, clerical and administrative duties in the Academic Department. Includes answering telephone calls, typing and printing from computers, maintaining appointments diary, keeping and updating files, dispatching and distributing outgoing and incoming mail, drafting routine correspondence, distributing paperwork and other correspondence, preparing periodic and routine announcements, notices and circulars, scheduling of meetings and answering queries on general matters related to the Academic Department concerned.
 - Website design, data entry, faculty information updates, daily departmental updates

American University of Beirut – Beirut, Lebanon

- 10/1997 To 10/2006 *Clerk Typists and filling responsible* (Infirmery, University Health Services) at AUB.
 - Job description:
 - Answering phone calls, data entry, and handling of cash per one visit and submitting the report to the secretary. Filling of daily results and medical papers from the hospital
 - Dealing with patients, student, staff and doctors...
 - Training of new employees at infirmary, and students assistants concerning the work of front desk.

American University Hospital –Beirut, Lebanon

- 08/1996, To 08/1997 *Dietary Department- Diet Aide*(Medical Center)
 - Dietitian aide's duties:
 - Tasting Daily menus (Breakfast, Lunch, Dinner), and supervising the tray line before its being delivered to the patient.
- 12/1996, To 08/1996 *Najem Line (German Kitchen Factory)*
 - Trainee - Interior Architecture
 - On site inspections with shop drawings and design preparations.
 - Sow rooms

- 12/1995, To 03/1996 *Najem Group*
 - Trainee- Interior Architecture
 - Shop Drawing
 - Rendering for final Design Presentation of “Seraii”
 - Answering phone calls
 - Cash invoice calculations
 - Office Work

- 12/1995, 02/1995 *(Three months stage)With Mr.Adel Tadros Interior Decorator of Saint Mary Orthodox Church and School*
 - Stage on a restaurant Project

- 07/1995, To 09/1995 *Electro Vending Systems (Mr.Moustafa Sidani)*
 - Secretary
 - Data Entry
 - Vending machines (Store Check)
 - Cash Van Stock Closing

- American University of Beirut – Beirut, Lebanon**
- Summer 1994- *Summer Relief – Comptroller’s Office – Cashier’s Section*
 - I was assigned the duties of filing clerk at the Vendor’s and the Payroll sections and the first floor office receptionist

- Summer 1993 *Dr.Ramzi Baalbaki Dental Clinic*
 - Secretary and Nurse Assistant

Training

- **Eduware Center-**
 - Attended courses in Introduction to Computer, and 1st level AutoCAD

- **Service Excellence, August 2000**
 - Training program for providing high quality services at the University (AUB)

- **Service Excellence Frontline Workshop, February2,2001**

- **Stress Management and the Workplace , June 22,2004**

- **New Horizons Computer- Beginning Windows 95, June 4, 1998**

- Training program for providing high quality services at the University (AUB)
- **Etiquette and the Workplace, Feb16,2004**

Skills

- Knowledge of Microsoft Tools (Excel, Windows 95, Word Access, PowerPoint, HTML, Spreadsheet , Internet usage with experience in most applications on certain websites
- Stage with an Interior Decorating Project

Language Proficiency

Arabic	Fluent in Writing, Reading, Spoken
English	Fluent in Writing, Reading, Spoken
French	Good in Writing, and Spoken, Fluent in Reading

References

AVAILABLE UPON REQUEST