

Joyce Chaccour

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Objectives:

Starting a new challenging career where I can capitalize on my skills, work experience, and knowledge. Hence, being a skilled, effective, and experienced employee with a clear professional career path.

Personal information:

- Date of birth: 7th of April, 1980
- Nationality: Lebanese

Languages:

- English: excellent written and fluent spoken.
- Arabic: very good written and fluent spoken.
- French: very good written and good spoken.

Education:

Lebanese University, Faculty of Education:

- Bachelor of English Education (cycle II) – 2003

Boecker:

- Certificate: ISO 22000 (Internal Auditor) - March 2018
- Certificate: L4 Managing Food Safety (Advanced Food Hygiene) - February 2018
- Certificate: L3 HACCP (Hazard Analysis and Critical Control points) - February 2018
- Certificate: L2 Award in Food Safety (Basic Food Hygiene) - February 2018

Professional experience:

January 2015 till January 2018: Leader echafaudages, 9 Avenue Marcel Telotte- 91420 Morangis, France

- HR executive:
 - Maintaining the employees records and files; keeping files up to date in regards to status and contracts, salary changes, absences, leaves, vacations.

- ° Provide day to day assistance and guidance to employees on various Human resource matters.
- ° Daily recording, maintaining and monitoring the attendance of the employees at the construction sites.
- ° Coordinate with the payroll technician for all legal declaration procedures related to employee registration, stoppage, certifications, End of service indemnity...etc
- ° Preparing and submitting all relevant HR letters/documents/certificates as per the requirement of employees.
- ° Preparing quotations and bills for clients.

August 2008 till May 2009: Canadian Embassy, Jal el Dib Highway, Lebanon

- Contractor:
 - ° Provided casual coverage and administrative support.

December 2005 until June 2006: Saint Georges Hospital, Achrafieh, Beirut

- Customer service:
 - Duties include:
 - ° Customer service: receiving patients and directing them to testing rooms.
 - ° answering customers queries, problem solving and providing detailed information on medical tests.
 - °corresponding with doctors and other hospitals.
 - ° typing cardiology reports using Microsoft office programs. Preparing presentations using Microsoft Power points. Typing, photocopying and filling all department documents.
 - ° Performed market research surveys on customer needs and requirements, in addition to statistics.

September 2004 until June 2005: Future International Private School, Al Ain, UAE

- Classroom teacher, grade 3

Duties include:

- Teaching English language, science, environmental studies and health.
- Preparation and submittal of daily lesson plans involving the language Arts of speaking, writing, listening, and reading, featuring diverse objectives in every strategy.
- Numerous assessment tools used in lessons, comprising checklists, Portfolios, quizzes, and games whereby managing response and absorption Analysis of students for further appraisal.

Additional professional activities:

September 2001 until September 2004: 3 years Trainee while studying at the university.

- Sagesse High School, Ain Saade, Lebanon (English teacher, grads 4, 5)
- Saint Mathiew School, Hadath, Lebanon (Math and English teacher, grade 1, 2)

Computer literacy:

- Excellent

References:

References are available upon request.