Nada Haber

**Date of Birth:** September 24th, 1983 **Telephone:** 76-47 66 05

**Marital Status:** Single **Address:** Beirut, Lebanon

**Nationality:** Dual Citizenship (Lebanese-American) **Email:** nada.haber@hotmail.com

**Summary**

**Pursuing a position where my education and experience can be utilized effectively for both our benefits. A professional, flexible, creative, and service-oriented person. I work well with both customers and suppliers. I have very good listening skills, oral and written communications. Proficient in prioritizing and completing tasks in a timely manner, yet flexible to multitask when necessary. I enjoy learning new programs and processes as well as reliable, hardworking, and dedicated team player who works well under pressure. I am comfortable in interacting with all levels of the organization and the public. I am committed to quality and excellence. A quick learner with a desire for continuous personal growth.**

**Experience**

**Saiid Kobeisy, Lebanon Apr17 – Dec18**

Mr. Saiid Kobeisy

**Production Manager and Quality Control:** Ensured that manufacturing processes run reliably and efficiently. Planned and organized production schedules. Assessed production and resource requirements. Estimated, negotiated and agreed on timescales with the team and managers for ongoing orders. Determined and supervised quality control standards. Monitored operations to ensure that they meet production standards. Recommended adjustments to the production process. Inspected or measured materials or products being produced. Accepted or rejected finished items. Removed all products and materials that fail to meet specifications. Discussed results with those responsible for products. Reported inspection and data to supervisors. Overseen production processes. Re-negotiated timescales or schedules when necessary. Double checked the selection, ordering and purchasing of materials. Liaised with the sales team, logistics and accounting department. Supervised shipments when being processed and packed. Traveled with clients’ dresses when necessary to ensure delivery when time frame was tight.

**Georges Mak Paris, Lebanon Aug13 - Sept16**

Mr. Georges Maakaroun

**Atelier Manager:** Managed staff and sales force. Managed domestic and overseas factories where fashion is sampled. Cost-tracking and spreadsheet maintenance. Direct contact with fabric suppliers, trim and notion wholesalers. Kept tabs on inventory items. Tracking delivery orders, deadlines and fashion show bookings. Meetings and fittings with private clients.

**AUT, American University of Technology, Lebanon Oct12 - Aug13**

Mrs. Ghada Hinein

**Assistant to the Dean of Arts and Humanities Department:** Assisting the Dean. Organized department. Administrative direction. Assisting students. Supervising and coordinating various department activities. Serving on the University council and committees. Developed and implemented strategic planning specific to programs within the department including marketing and advertising. Provided direction and assistance in preparation of budget requests.

**Celine Leathers, California Oct11 - May12**

Mr. Fayez Yamine

**Sales Representative:** Sales and development. Implementing marketing plan. Team support. Customer satisfaction.

**Right Choice Inc, California** **Dec07** - **Feb11**

Mr. Mike Debbabneh

**Office Assistant:** Assisting manager. Login of timesheets. Assisting recruiters.  Administrative office support.

**Afrah Institute, Lebanon**   **Feb07 - Mar07**

Mr. Imad Karam

**Assistant Manager/Designer:** boutique coordinator. Assisting customers. Approving samples. Organizing and attending fitting sessions for clients and models.

**Gemy New Fashion, Lebanon**  **Dec05 - Jul06**

Mrs. Gemy Maalouf

**Assistant Designer:** Drawing, painting, and coordination of sketches and fabric. Fitting of clients and models. In charge of overseas projects and boutique catalogue.

**Kickers shop, Lebanon Summer 05**

Mr. Pierre Abi Saad

**Assistant Coordinator**: Assisting customers. Window displays. Labeling merchandise. In charge of cash. Opening and closing of store.

**BCBG, Lebanon**

**Designer (freelance):** Drawing sketches. Creating fabric pattern. Coloring textiles.

**Claudia Lingerie, Lebanon**  **Summer 02-03**

Mr. Roy Khoury

**Designer (freelance):** drawing sketches. Color scheme.

**Education**

**Wedding and Event Planning (AA) Sept09 - Jun12**

**Sheffield School**-New York, NY

**Fashion Designing Degree (AA) Sept02 - Jun05**

**ESMOD**Paris**–** Beirut, Lebanon

**Baccalaureate in Economics and Sociology                                        Sept96 - Jun02**

**Jesus and Mary**Rabieh, Lebanon

**Skills**

Fluent in English, French and Arabic (learning Greek at the moment)

Proficient in Microsoft Word, Microsoft Excel, Microsoft PowerPoint and Adobe.

Type 50 words/min.

**Key skills**

* Confidence
* Technical skills
* Project management skills
* Organization and efficiency
* Leadership and interpersonal skills
* Problem solving skills
* Communication skills
* Team working skills

References available upon request.