

Michella Chahwan

Administrative Assistant

Kanata, Ontario, K2L 3B1
michellachahwan@gmail.com (preferred form of contact)
(613) 858 7553
www.linkedin.com/in/michellachahwan

PROFILE

Bilingual office administrative assistant with experience in enabling office operations to run smoothly, providing administrative support, and ensuring the workflow is performed with efficiency. Currently seeking a role in which I can put my technical, organizational, and communication skills to good use in benefiting your organization and contributing to its success.

RELATED SKILLS

- Excellent verbal and written communication skills
- Strong organizational and multitasking abilities
- Proficient in Microsoft Office Suite
- Ability to work independently and as part of a team
- Attention to detail and problem-solving skills

RELEVANT ACCOMPLISHMENTS

- Assisted in daily office activities, including scheduling meetings, preparing materials, and filing documents
- Handled incoming and outgoing mail, emails, and phone calls, ensuring prompt and professional responses
- Provided assistance to visitors by answering questions and directing them to the appropriate person or office
- Proactively supported management by addressing and resolving any urgent needs or issues as they arose

EDUCATION

- BA in Teaching English Language and Literature, Lebanese University, Faculty of Letters, 2008 (assessed by ICAS)
- Diploma of Aptitude for Secondary School Teachers (CAPES), Lebanese University, Faculty of Education, 2017

EMPLOYMENT HISTORY

- **Lunchtime Monitor** September-October 2022
École Élémentaire Catholique Roger Saint Denis, Kanata, Ontario, Canada
- **ESL Teacher** 2017- 2022
Dbayeh Public High School, Dbayeh, Lebanon
- **Textbook Editor** January- August 2017
Educational Research Center, Zouk, Lebanon
- **Administrative Assistant** 2015- 2016
Industrial Technical Institute, Beirut, Lebanon
- **ESL Teacher** 2008- 2014
Saint Joseph School, Cornet Chehwan, Lebanon