

Vanessa Hanna | Curriculum Vitae

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EXPERIENCE

Branch Manager and Admin

Athletico Sports Club – SJS Branch

September 2022 – Present

Kornet Chahwan, Lebanon

- Managing all aspects of the branch regarding finances and operations while ensuring efficiency and providing excellent customer service.

Administrative Assistant

Athletico Sports Club - Headquarters

February 2025 – Present

Zouk Mosbeh, Lebanon

- Provide comprehensive administrative support by handling client invoicing, verifying sales data from all branches to ensure accurate and timely billing, and managing general inquiries from clients or staff. Assist in the planning and coordination of trips and events by collecting information, preparing documents, and ensuring all administrative details are organized.
- Demonstrate adaptability and attention to detail in handling both routine responsibilities and ad hoc assignments.

Intern – Advanced Analytics and Intelligent Automation Department

BMB Group

November – December 2024

Hazmieh, Lebanon

- Gained hands-on experience with data visualization tools and automation software.

EDUCATION

Bachelor of Science in Management Information Systems

Notre Dame University

Fall 2021 – Spring 2025

Zouk Mosbeh, Lebanon

Lebanese Baccalaureate in Economics and Sociology

Saint Joseph School

2019 – 2021

Kornet Chahwan, Lebanon

TECHNICAL SKILLS

- Microsoft Office (Word, Excel, PowerPoint, Visio, Project)
- Power BI, Tableau
- Data Entry & Data Management
- Basic Data Analysis

PERSONAL SKILLS & ACHIEVEMENTS

- Able to manage multiple tasks efficiently while maintaining accuracy.
- Completed Tableau Fundamentals and Intermediate learning paths, earning Skill Badges.
- Alwan: Education on Living Together – Participated in a community service project by Adyan Foundation aimed at fostering mutual understanding, cultural diversity, and social cohesion in Lebanon through dialogue and collaborative activities.

Languages

Arabic (native), English (fluent) and French (intermediate).