

Patricia Nassif Gómez

Education

[September 2010 – June 2011](#)

First year in Telecommunication Engineering.
University of Alicante, Spain. (30 credits approved).
(This degree was postponed for working purposes).

[May 2010](#)

University access exam.
University of Alicante, Spain.

[1999 – 2002](#)

Accounting Study Certificate.
"American University of Beirut", Extension Program.
Beirut, Lebanon.

[1990 - 1994](#)

Bachelor in Marketing and Business,
(Thesis in process 2011-2012).
"ESEM", (**Marketing and Business School**),
Madrid, Spain.
Known before "Escuela Superior de Marketing y
Negocios" (M&B).

[1987 - 1989](#)

Business Computer.
(*2 years*).
"Pigier", Beirut, Lebanon.

[1985 - 1986](#)

Lebanese Baccalaureate.
"Sainte Thérèse", Beirut, Lebanon.

Additional Education

- [28 September 2011](#) Attendance certificate in **Occupational Risk Prevention Course**, (2h). Organized by "Adecco Formación, S.A.", Alicante, Spain.
- [29 June – 1 July 2011](#) **Social Assistance Certificate in the "Crossing of the Strait Operation"**, (15h). Ministry of Territorial Politics and Public Administration, Alicante, Spain.
- [8 July 2009](#) **Information and motivation to self-employment.** Program directed by Servef. Autonomous Federation and Social Economy of the Valencian Community. Alicante, Spain.
- [15 March – 20 May 2004](#) **Diploma in Computerized Accounting Management**, (150h). Project Equal, Coop Training Center. V (Intelec), Alicante, Spain.
- [30 June – 29 August 2003](#) **Hardware Technician course (A+)**, (50h). "Mira Training Center", Achrafieh, Beirut, Lebanon.
- [April - June 1996](#) Audiovisual **Typing Certificate**. Meca-audio, Madrid, Spain.

Additional Education

Done through the public employment services

- [30 October - 27 November 2009](#) **Financing systems in the economic cycle changes**, (25h). Servef (COEPA), Elda (Alicante), Spain.
- [14 October – 3 November 2009](#) **Computerized Payrolls and Social Security Certificate**, (30h). Servef (CCOO PV – FOREM PV), Alicante, Spain.
- [7 September – 8 October 2009](#) **Contracting, Payrolls and Social Security Certificate**, (40h). Servef (CCOO PV – FOREM PV), Alicante, Spain.
- [6 July – 15 October 2009](#) **International business Manager certificate**, (309h). Servef (Centro formación EDI), Alicante, Spain.
- [February – March 2009](#) **"Fiscal Management Certificate For the medium size company"**, (60h). Servef (COEPA), Elda (Alicante), Spain.
- [29 June – 9 July 2009](#) **Public Speaking Techniques Certificate**, (20h). Servef (CCOO PV – FOREM PV), Alicante, Spain.
- [21 November -13 December 2006](#) **Web Designs Certificate**, (40h). Servef (COEPA), Alicante, Spain.

Language Education

[September 1997 – June 1998](#)

English language course, TOEFL level.
"American Language and Culture Institute",
Provo, Utah, USA.

[January 1997 – August 1997](#)

**English language course,
High Intermediate and Advanced level.**
"Provo Community School", Provo, Utah, USA.

Certified Languages

[June 2011](#)

Advanced English level Certificate, (B2).
Done at the "[Official Language School](#)",
Alicante, Spain.

[November 1997](#)

Passed the TOEFL Bone by
"[Educational Testing Service](#)", Princeton, NJ, USA,
at "UVSC college", Orem, Utah, EEUU.

Languages

Arabic: Mother tongue.

Spanish: Mother tongue.

English: Advanced level speaking and writing.

French: Advanced level speaking and writing.

Employment History

[3 October – 22 December 2011](#)

OHIM, Office for Harmonization in the Internal Market (Trade Marks and designs).

Alicante, Spain.

Job through adecco, temporary employment agency.

Position

Bilingual Administrative in the "Operation Support Department".

Responsibilities

Administrative tasks to assist the services trade marks, treatment of the database: Operation Support Department, Sector 3, Information Services and Logistics, Searches Section / Administrative treatment of Opposition decision: coding the earlier rights of the oppositions in the computer system, Euromarc++, and updating it. (At the same time controlling the list of products and services in the database of the national records).

The documentation used was electronic.

The programs used were: Euromarc++ and QFman (internal programs).

[29 June – 28 August 2011](#)

Subdelegation of the Government in Alicante, Civil Protection Unit,

Crossing of the Strait Operation,

Alicante harbor, Spain.

Position

Interpreter, Senior Technical of Management and Common Services, Group 3.

Responsibilities

Translating from French and Arabic into Spanish and vice versa for the following people and entities: The social workers and all the collaborating entities in the Crossing of the Strait Operation which consist of: Police, Civil Guard, Red Cross, doctors, security guards, etc.

[April 2004 - 22 January 2010](#)

Group of companies: "**MC Evolution Alicantina, S.L.**", "**Reservoir Mode, S.L.**", y "**Rimecc Moda, S.L.**" A wholesale textile company.

Alicante, Spain.

Position

1- Senior accountant.

2- Responsible for the administration and personnel departments.

Responsibilities

- All related to accounting, personnel, taxes, and banks. Prepare annual balance sheet, trimestrial and annual VAT declarations and personnel tax retentions, monthly cash flow. Also, other tax reports and declarations to the Ministry of Finance.

- The correspondence, and the filing organization of the two departments.
- The contracts and the commissions of the brokers.
- European Union suppliers management. Contracts management such as transportation, insurance, maintenance of the premises, etc.
- Assist the business department: write letters to customers, issue their account statements, control their cashing.
- Job interviews. Recruit and train new personnel for the commercial and accounting departments.
- Accounting softwares used: Contaplus, Sage 100.

[August 2002 to January 2003](#)

"University At Albany, State University of New York (SUNY/A)",
Center for Legislative Development".
Saida office, Lebanon.

Position

Consultant for the Research Foundation.

Responsibilities

- Advise and inform the municipalities of the "project of the municipalities" to submit all the financial and protocol reports through computer programs, in order to improve and facilitate the administrative work as well as to harmonize it in the whole country.
- Installing and maintaining municipal systems (computer programs) developed by SUNY/A in the municipalities of South Lebanon and Nabatyeh.
- The program used: Municipality income tax.

[March 2002 to June 2002](#)

"PolyStar Incorporated, sal",
A property development and management company".
Ain El Mraisseh, Beirut, Lebanon.

Position

1- Senior accountant.

2- Responsible for the administration and personnel departments.

Responsibilities

- All related to accounting, banks, and personnel (payrolls, social security, and taxes).
Prepare monthly balance sheet, monthly income statement, monthly cash flow, monthly budgets, and weekly reports of expenses.
Payments related to the company: suppliers, employees, social security, income taxes, etc.
- Correspondence and filing organization related to the departments.
- Accounting software's used:
Quick Books (American software),
And Dolphin (Lebanese software).

[2000 – 2002](#)

"The Church of Jesus Christ of Latter-day Saints",

Translation department, Germany.

Place of work: Lebanon.

Position

A freelance translator from English to Arabic.

Responsibilities

Content review of the translations, proofreading, and translate some articles and hymns.

[November 1999 to December 2001](#)

"Brigham Young University"/ Institute for the Study and Preservation of Ancient Religious Texts "ISPART",

Ajaltoun, Lebanon.

(A project pertaining to BYU, Provo, Utah, USA).

Position

1- Senior accountant.

2- Responsible for the administration department; assisting in the operations department.

Responsibilities

- All related to accounting, banks, and personnel. Prepare monthly and annual balance sheet, monthly income statement, monthly cash flow, Weekly reports of expenses, trimestrial and yearly budgets, and inventories.

All payments related to the company: suppliers, payrolls, etc.

- Correspondence and filing organization related to the departments.

- Accounting software used: Quick Books.

- Operations department:

Digitizing manuscripts: image capturing, CD burning, scanning, etc.

- Assisting with the negotiations to find new digitizing projects.

[March 1999 to November 1999](#)

"PolyStar Incorporated, sal",

A property development and management company".

Verdun, Beirut, Lebanon.

Position

Accountant.

Responsibilities

- All related to accounting, banks, and personnel (payrolls, social security, and taxes). Prepare monthly balance sheet, monthly income statement, monthly cash flow, monthly budgets, and weekly reports of expenses.

Payments related to the company: suppliers, employees, social security, income taxes, etc.

- Correspondence related to the department, organizing the filing system of the company.

- Accounting softwares used:
Quick Books (American software),
And Dolphin (Lebanese software).

October – November 1998

“**Big Star**”, (designer clothing distributor).
Beirut, Lebanon.

Position

Executive secretary.

Responsibilities

Business letters, brokers planning route, suppliers,
filing organization, etc.

January-June 1998

“**Statistical company**”, Provo, Utah, USA.

Position

Tele-marketing.

Responsibilities

Phone surveys to any home in all the USA, on behalf
of companies and manufacturers, in order to do a
market study for their customers or potential
customers.

September 1991 to December 1996

“**Lebanese Embassy**”.
Madrid, Spain.

Position

1- Chief accountant.

***2- Responsible for the administration and
personnel departments.***

Responsibilities

- All related to the accounting, banks, and personnel.
Prepare monthly balance sheets, monthly cash flow,
yearly budgets, and inventories.
All the payments related to the Embassy: suppliers,
employees, social security, income taxes, and etc.

- Correspondence with the Lebanese and Spanish
Ministries of Foreign Affairs; organizing the files
related to the accounting department.

- Managing the maintenance of the buildings rented
by the Lebanese Government; procurement of goods
and supplies.

- Assisting the Consular Department (visas,
certificates, information, etc.).

July - August 1991

“**Omerca**”, Import-Export textile,
Madrid, Spain.

Position

Executive secretary.

1990-1991

Tutorials for Arabic Language.
Madrid, Spain.

[1988-1989](#)

"Sandy Shoes", Beirut, Lebanon.

Cargo

Accountant assistant.

Computer skills

- Good knowledge of Windows environment and Windows based applications:
Use of database (**Access**), spreadsheets (**Excel**), word processors (**Word**), **Publisher** and **PowerPoint**.
- Accounting programs: In Spain: **Contaplus**, **nominaplus**, **Sage 100**.
In Lebanon: **Quick Books** (American program), **Dolphin** (Lebanese program).
- **Internet**, emails.
- **Em++**, **QFman** (for trade marks and designs).

Hobbies

Reading, technology, theater, movies, listening to music, dancing, traveling, outdoor activities, swimming, cooking, organizing, etc.

Additional information

Vatican Library:

Digitizing Project in the Vatican Library,
26 - 30 June 2000, Rome, Italy.

Conferences:

Madrid Peace Conference.
30 October – 1 November 1991, Madrid, Spain.

Political Activities:

Former member and treasurer of the municipality of "Snayya" town, Jezzine, Lebanon.
(starting Sept 2002, ending April 2004).

Workshops:

- 1- Date: 22-23 January 2002.
Place: Gefinor Hotel, Beirut, Lebanon.
Host: The Lebanese Center for Policy Studies.
Subject: Empowering Local Government Institutions in the MENA Region.
- 2- Date: 9 March 2002.
Place: Jezzine province, Lebanon.
Host: Ministry of Interior.
Subject: Empowering the municipalities in Lebanon.

Trainings:

- 1- Date: May 1999.
Place: In the company, Beirut, Lebanon.
Trainer: Software Design.
Subject: On Dolphin, Lebanese accounting software.
- 2- Date: 12-13 June 2002.
Place: Jezzine province, Lebanon.
Trainer: the State University of New York Office, Lebanon.
Subject: On municipality tax software (based on oracle).

Future jobs

I would like as I am able to work in the following positions/departments:

- **Import-Export** Department.
- **Business/Negotiation/marketing department.**
- **Research, development and innovation departments.**
- **New projects or in progress,** to manage and develop them, in entities such as universities, **businesses, government, and other organizations.**
- I like challenging jobs, and when it is needed I don't mind easy jobs.