

# Reem Fares Mohammad Al jarba'a

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## Profile

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Dynamic and highly adaptable professional with over 4 years of diverse experience across healthcare support, sales, administrative services, and customer relations. Proven track record in laser treatments, medical reception, dental assistance, sales, and travel bookings. Supported by formal certifications in **Graphic Design, Digital Marketing, Data Entry, and Healthcare Services**. Possesses exceptional communication skills, strong English proficiency, and a customer-focused mindset..

## Education

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High School Diploma ( Al-Mafrq Secondary School )

## Experiences

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### Laser Specialist

Nova Medical Center | *Jordan ( 1 year )*

- Performed professional laser skin treatments following safety and hygiene protocols.
- Conducted consultations to assess client skin types and recommended appropriate treatment plans.
- Maintained high standards of patient care, comfort, and safety throughout all procedures.

### Medical Receptionist & Dental Assistant

Al-Marzooq Medical Center | *Jordan ( 2 years )*

- Managed front-desk administrative duties, patient intake, scheduling, and phone inquiries.
- Assisted dentists during procedures, ensured sterilization of instruments, and prepared clinical rooms.
- Maintained accurate patient records, data entry, and seamless clinic operations.

### Sales Representative

Nestlé | *Jordan ( 1 years )*

- Promoted and sold consumer products while achieving sales targets and expanding the customer base.
- Built strong customer relationships and provided excellent product knowledge and support.
- Handled customer inquiries, resolved complaints, and managed product display/presentation.

### Reservation Specialist

Panda One Travel & Tourism | *Jordan (1 year)*

- Handled client inquiries, booked flight tickets, hotel accommodations, and tour packages.
- Delivered high-quality customer support, providing clear travel itineraries and assistance.

# Courses

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- **Associate Nursing Certificate** – *British Academy*
- **Skincare & Laser Specialist Certificate** – *Certified Center*
- **Digital Marketing Course** – *Al al-Bayt University*
- **Graphic Design Course** – *Certified Center*
- **Data Entry & Administrative Support Course** – *Certified Center*
- **English Language Course** – *Certified Institute*

# Skills

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- **Healthcare & Beauty**

Laser Treatments, Skincare Protocols, Dental Assistance, Patient Care.

- **Customer Relations & Sales**

Direct Sales, Travel Reservations, Front Desk Operations, Communication.

- **Software & Design Tools**

Adobe Photoshop, Adobe Illustrator, Canva, MS Office (Excel, Word, PowerPoint), Data Entry.

- **Languages**

**Arabic** (Native)

**English** (Proficient).