***Marc Henry Tabet***

***Nationality: Lebanese– Date of Birth: 1991***

***Address: Jdeideh, Fawwar Street, Building Louaizé***

***Mobile: +96170915956***

***Email: mr.tabet@gmail.com***

***Education:***

**Notre Dame University-Louaize (NDU), Zouk Mosbeh, Lebanon**

B.A. in Advertising and Marketing, Minor in Marketing Management

Summer 2015

**The Lebanese Higher National Conservatory of Music, Sin El Fil, Lebanon**

Certification in Classical Music (Opera)

From 2013 to present

**American University of Science and Technology (AUST), Ashrafiyyeh, Lebanon**

Freshman year in Arts

From 2010 to 2011

**College Notre Dame de Louaizée (CNDL), Zouk Mosbeh Lebanon**

BAC II in Humanities and Literature

From 1994 to 2010

***Experience:***

**ABC s.a.l, Dbayeh, Lebanon**

Customer Service Officer and Operator

From 2014 to 2016

* Holding and monitoring Wedding Lists in ABC stores
* Office and Logistic work
* Generating tax free forms for tourists
* Generating official invoices
* Tele-marketing and customer care
* Managing loyalty programs
* Attending staff trainings
* Call center

**Forward Talent, London, UK**

Agent and Telemarketer

From 2013 to 2014

* Getting in contact with potential subscribers and clients
* Promoting the organization over the phone and through email
* Recruiting professionals to sign up for the website and the services
* Following up with the UK head office

**Splendor Telecom, Ain El Mrayseh, Lebanon**

Telecommunications Officer

2013

* Getting in contact with potential subscribers and clients
* Promoting the program over the phone and through email
* Handling international customer complaints via email and over the phone
* Telemarketing and customer care

**ADMIC s.a.l, Dora, Lebanon**

Credit Officer

From 2010 to 2012

* Managing all functions related to Credit Administration
* Holding and monitoring Wedding Lists in ADMIC stores
* Representing Med Bank & CFC in BHV stores
* Ensuring the coordination with CFC and Med Bank
* Coaching and executing all legal contracts with clients
* Office and Logistic work
* Generating tax free forms for tourists
* Generating official invoices
* Telemarketing and customer care
* Managing loyalty programs

***Volunteering:***

**Greenpeace Mediterranean, Hamra, Lebanon**

Volunteer, Fundraising and Direct Dialogue Department

In 2012

* Promoting the organization with potential donors
* Recruiting individuals to donate to Greenpeace
* Following up with donors
* Sending emails and Greenpeace news to donors

*Reference: Jasmin Lilian Diab, former Outdoor Fundraising Team Leader, 70608380*

**SMILE Together**

Volunteer

From 2008 to 2010

* Completed over 50 hours of volunteering across Lebanon
* Participating in volunteer campaigns and programs with various NGOs
* Running in marathons such as Beirut Marathon and Walk with Al-Younbouh

***Languages:***

**English** – Native like

**Arabic** – Native

**French –** very good

**Assyrian –** very good