

Nour Sardouk

Address: Damascus road, Sodeco, Beirut, Lebanon ·

Mobile phone: +961 70 457 252 ·

Email address: noursardouk18@gmail.com

TRAININGS AND JOB OCCUPATIONS

Training at First National Bank

August- September 2011

Duties:

- Teller
- Customer service

Training at the Ministry of Tourism

July- August 2014

A two months internship at the Tourism Promotion department.

Duties:

- Training candidates for the Global Business Opportunities program developed by CSR Al Ahli Holding Group
- Visiting Bed and Breakfasts sites
- Developing quality criteria for Bed and Breakfasts in Lebanon
- Coordination with members of the Nature Conservation Center – AUB to prepare the “Baldati Bi’ati” award ceremony in cooperation with the Ministry of Tourism

Community manager - Badaro Official Page

June 2015- October 2015

Duties:

- Managing Facebook and Instagram pages for “Badaro Official Page”

Administrative assistant - Brax Petroleum Company

June 2015- October 2015

Duties:

- Data entry and accounting on *Profiles Integrated Management System*

Event coordinator - Comité des Commerçants de Badaro

June 2015 – September 2015

Duties :

- Coordinating venue management, stand designers reservations
- Selling sponsorship/stand/exhibition to potential exhibitors and clients
- Organising with PR and marketing colleagues to promote the event on social media platforms
- Agreeing to, and managing a budget dedicated to the festival

Community manager – Freelance

January 2014 – June 2015

Duties:

- Managing Facebook and Instagram pages for small businesses
- Able to develop content strategies and calendar for Facebook, Instagram, Twitter that can grow the company's online presence

ACADEMIC QUALIFICATIONS

Université Saint-Joseph de Beyrouth

- Bachelor of Business and Management
Beirut, Lebanon; June 2015

Université Saint-Joseph de Beyrouth ; Université François-Rabelais de Tours

- Pursuing a Master's degree in Services Marketing (double diploma)
Thesis under development; anticipated completion June 2017

Collège Louise Wegmann; Beirut, Lebanon

Baccalaureate II- Lebanese
Beirut, Lebanon; June 2012

COMPUTER SKILLS

Word – Excel – Power Point – Access

LANGUAGES

Arabic – French – English

REFERENCES

Available upon request.

