

Education

Lebanese American University	Sept. 2010 – June 2015
BA in Business Administration, emphasis on Marketing	
Rawdah High School	Sept. 1995 – June 2010
LB in Philosophy & Civilizations	

Projects

On-site Event Planner, Weathermatic	March 2016
<ul style="list-style-type: none">Supported the team at Weathermatic in implementing their 5 days Weathermatic Technical Conference in Varese, Italy.Coordinated the on site arrangements, handling suppliers, client queries and troubleshooting on the day of the event to ensure that all runs smoothly.Prepared all marketing collateral for the date of the event.	
Content Curator, In Pursuit of Elegance	Feb. 2016 – Present
<ul style="list-style-type: none">Hit the 1000 followers benchmark organically with in two months of founding the profileConstantly creating and curating architecture and fashion related content while also developing strategies for growth.Establishing digital presence via instagramGenerating insights on the market landscape and developing the competitive positioning and messaging of the brand	

Work Experience

Import Liner, MSC (Mediterranean shipping company)	Sept. 2015 -Nov. 2015
<ul style="list-style-type: none">Customer service with all imports shipments from and outside Lebanon. Providing shipment status, tracking & tracing, ETA & ETD (Estimated Time of Arrival & Departure), sending pre-alerts and answering any enquiries over the telephone or e-mail for all MSC customers.Issuing, processing and reviewing all shipping documentation: Discharge List, Commercial Invoice, Proforma Invoice, Packing List, Certificate of Origin, Letter of Credit, Confirmation of Insurance, Import Declaration, Notice of Arrivals, Invoices, Releases, Delivery Orders and others.Working to extremely tight deadlines to ensure freight is delivered in a timely manner.	
Marketing Assistant, Rivera Hotel	July 2014 – Sept. 2014
<ul style="list-style-type: none">Assisted in organizing events ranging from weddings, corporate and social functions.Built strong relationships with current and potential clients pre and post event.Evaluated vendors' quotes and settled their payments.Gained knowledge on making quotations for clients.	
Store Assistant, Arche de Noe Book Store	July 2012 – Sept 2012
<ul style="list-style-type: none">Sold childrens' books to parents and teachers.Developed and implemented a strategy to increase frequency of visits by customers.Maintained the data base and records on the system of all of the books available in the store.	

Extra Curricular Activities

- Volunteer teacher at Ta'ahil Organization, providing special education services to children ages 5 to 15 (May – June, 2013; June – September 2015)
- Active Member at the Golf Club of Lebanon (2007-Present)
- Public Relations Officer at the LAU UNESCO club (2012-2014)
- Assisted in organizing the Annual Gala for the AUB Alumni FAFS AUB Chapter (2012-2014)

Skills

- Arabic – Native Speaker; English – Fluent; French – Basic.
 - Proficient in MS Office
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