

MAYA ANTOINE MORENO

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CORE COMPETENCIES

- Social Media Marketing, Brand Management and Marketing, Conflict Resolution, Time Management.
- Analytical Thinker, Works well with a team, Resourceful, Problem Solver.
- Spanish/Lebanese.
- Fluent in English and Arabic.

EDUCATION

Lebanese American University, Beirut, Lebanon Spring 2013 – Spring 2017
Adnan Kassar School of Business
Bachelor Degree in Business (emphasis: Marketing)

SABIS – The International School of Choueifat, Choueifat, Lebanon
September 2000 – June 2012

WORK EXPERIENCE

Indriya: Vice President and Marketing April 2018 - Present

- Continuing assistance in product development.
- Create monthly content calendar.
- Acquire 50 new leads per week.

Ayashblog: Social Media Marketing & Content Creation October 2017 – Present

- Edited & posted all content on the account.
- Gained +1000 followers over the course of 6 months.
- Interacted with followers and took bookings for appointments.

Kafalat, Beirut, Lebanon: Internship (Loan Recovery Department) December 2017 – February 2018

- Managed 10-15 client accounts per month.
- Scheduled up to 5 meetings per week with clients.
- Improved department functionalities by 1.5x

Byblos Bank, Beirut, Lebanon: *Teller* July 2017 – August 2017

- Learned and applied the necessary banking techniques.
- Organized files and documents related to different accounts.

Iris Beach Club, Damour, Lebanon: *Assistant Event Organizer* May 2016 – July 2016

- Assisted with the organization of 2 events per week.
- Assisted with creating the floor plan for each day.
- Handled customer care and conflict resolution.

COMMUNITY SERVICE

SOS Children's Village, Kfarhay, Lebanon February 2017– May 2017

- Spent time with different families and children.
- Helped the children with their homework and spent time entertaining them afterwards.

Student Life Organization at The International School of Choueifat – SABIS September 2010 – September 2012

- Organized extra-curricular events.
- Volunteer work such as tree planting, red cross, community service, etc.

EXTRA-CURRICULAR ACTIVITIES

Marketing Kingdom Conference at P World March 2016

- Listened to different speakers regarding topics such as brand management, social media engagement, and content creation.
- Participated in workshops.

SKILLS & INTERESTS

Skills: Proficient in Microsoft (*Word, Excel, PowerPoint, Access*), Proficient with Social Media Analytic Tools and Platforms, Time Management

Interests: Writing, Reading, Photography, Event Planning, Fashion Design, Ping Pong, Swimming, Jewelry Making

*All references are available upon request