

Mar Chaaya – Broumana – Tel: 961 3 751 625 – E-mail: [jhatem86.jh@gmail.com](mailto:jhatem86.jh@gmail.com)

Dear Sirs,

I am writing to express my interest in applying to your firm, given my experience and education, attracting new opportunities.

Delivering high value and responsive services is vital in my own professional strategy and based on my education in Public Relations and Advertising, I obtained a wild experience in the management field, Marketing and Sales Sector in addition to Events Planning and Strategy.

To mention my passion in the creative world as visual merchandising, decorating and setting format to different ceremonies and conferences that gave me the ability to mix the real Business world with Art and Fashion.

I have worked in services categories such Management and customer services drawing a successful process in offering the right direction following procedures, solving cases, providing brave communication and decision maker. Collaborating with many types of people set me to believe easily in team work serving the professionalism.

I am in charge of social groups dedicated to train us for a better future, educating young generation and transmitting skills, discovering the world and facing challenges. Responsible of organizing conferences, celebrations, building new market studies, incorporating my solid communication points to interact in all valuable occasions.

Therefore, I am very confident to present myself as qualified professional demonstrating an asset for the organization. I assure my significance in the professional field given my recognized certificates and contribution with excellent performance.

Please find more of my qualifications by reading my enclosed resume and thank you in advance for your consideration. For any further information I have the pleasure to present it.

Sincerely,

Joseph Georges Hatem

## Joseph Georges Hatem

- Date of Birth: July 04, 1986
- Nationality: Lebanese
- Address: Lebanon, El Metn, Broumana, Mar Chaaya El Mzeke  
Pere Boulos Dahdah Street, Jamil Charabaty Building, GF
- E-mail : [jhatem86.jh@gmail.com](mailto:jhatem86.jh@gmail.com)
- Telephone: 961 3 751 625

### Experience

Student Affairs Department- associative life  
**Saint Joseph University of Beirut**

September 2017 – present

- Clubs and Students Committees
- Events & Activities Coordination
- Training sessions
- Marketing – Sponsoring coordination

Sales & Marketing Coordinator  
**Trust Insurance SAL – Group Jammal Trust Bank**

October 2015-March 2017

- Marketing Concepts and strategy
- Sales Strategy, leading team and training planning
- Customer service and office management (Process, Memo, Development...)
- Recruiting and positioning

Personal Banking Representative  
Teller  
**Bank of Beirut SAL**

December 2012-May2015  
August 2011-November 2012

- Promoting retail products
- Operational management and loans studies (individual, corporate...)
- Client servicing, handling claims, developing accounts/interest and branch support

Executive Manager  
**EJ Hair International**

June 2010– November 2011

Assistant Manger  
**T.O.P Events & Services Office**

June 2009-Mai 2010

Event Planner, Weddings & Ceremonies  
Exhibitions, Conferences, Product Launches, Festivals  
**Freelancer – Public Relations Strategy, Marketing Planner**

2000 – present

### **Relooking and Make Over**

Visual Merchandising – Stores & Residential Locations  
Professional Make Up and Make Over  
Relooking – image consultant

2000 – present

### **Education**

- Master Degree: Public Relations and Advertising  
2010: Lebanese University – FID Faculty – Fanar
- B.A : Public Relations and Advertising  
2009: Lebanese University – FID Faculty – Fanar
- Humanities : High School – Sagesse School – Jdeideh El Metn  
2006
- Make Up / Esthetics: CharmeHelene Institute  
2002

### **Languages**

Arabic, French, English: very good working knowledge

### **Skills**

Microsoft, Windows, Internet and social media strategy

### **Social Work**

Head of St. Joseph Pastoral Community  
Events Coordination, Decoration, Systems and education  
Chief Chorus and activities

### **Hobbies**

Planning Events and following updates in the world of Fashion and Art.  
Music, Travelling and facing Adventures

### **References – Training Attestations**

Available upon request

### **Moto in Life**

*Stay Positive, when a door closes a window opens, so keep smiling!*