

MARY ROSE S. MOUAWAD

Personal Information

- Date of Birth: 15 January 1983
- Mobile: 961 70 112879
- E-mail: maryrose_mouawad@hotmail.com
- Marital Status: Married

Education

- BA Marketing, Lebanese University, Business Administration (2004).
- BT3 Programming, Tripoli Technical School (1997, 1999).
- Elementary education, North Lebanon College (1989, 1997).

Professional experience

- **Head of Operations in" Roof 11"**
(July 2015-December 2017)
 - ❖ Management of complete workflow
 - ❖ Communication management between departments to meet Delivery dates and client's expectations
 - ❖ Setting and sending Quotations for clients' requests
- **After sales Supervisor in" Chidiac Motors"**
(September 2011-June 2015)
 - ❖ Warranty Claim management with producers (JAC & DFSK)
 - ❖ Procurement of spare parts from producers
 - ❖ Correspondence with Producer for all after sales issues
- **Accounts Executive in" Image Production House"**
(September 2005-December 2010)
 - ❖ Correspondence with clients:
 - Televisions (MTV, LBC, Jazeera, MBC, Showtime (OSN), Dubai TV, ASN...etc)
 - Producers (Hit Entertainment, Prime Pictures, Paramount, Disney ... etc)
 - ❖ Organization of production flow to meet the clients expected quality and delivery dates.

Languages

Fluent in spoken and written Arabic and English, and good knowledge of spoken and written French.

Computer skills

Word, PowerPoint, Excel, Outlook Express.