

Mira A.Betto

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EDUCATION

From Fall-2014 to Fall-2017

Lebanese International University

Beirut, Lebanon

Bachelor in Communication Arts Obtained in
Fall 2017
GPA over 4: 3.28

From 10/1999 to 5/2014

Rafic Hariri High School

Saida, Lebanon

Lebanese Baccalaureate in Literature and Humanities: Official in 2014 / Mention: Bien

EXPERIENCE

From 11/2017 to Present

Antwork

Beirut, Lebanon

Position held: Community Guide

- Work to identify opportunities to enhance Member experience from a hospitality standpoint and active community management
- Ensure that assigned campus areas are fully operational & up to department standards
- Create a welcoming and collaborative community environment by building relationships amongst antwork members
- Guarantee quality standard daily practices and respond to member queries, grievances & rising issues
- Data entry on HubSpot
- Support logistic needs for sales and events departments
- Help the marketing department with campaigns, pitches, and activations for the antwork community.
- Help the marketing department in handling social media accounts (Instagram, Facebook, Twitter, LinkedIn, YouTube...).
- Moderate and manage online and offline feedback from members and clients.

From 10/2018 till Present

Amazon Web Service

Beirut, Lebanon

Position held: Photographer

From 10/2017 till Present

Production Field

Lebanon

- Those who fear the darkness by Hassan Al-Ghoul <https://vimeo.com/307465663>
Position held: Location Manager
- Ephemeral by Mira Betto
Position held: Director, writer, editor
- Rage by Mohammad Ali Omeis
Position held: Assistant Director, editor
- Contact By Rinade Taha El-Baba
Position held: Assistant Director

From 10/2016 to 10/2017

Virgin MegaStore

Beirut, Lebanon

Position held: Junior Sales - Bookstore Department

- Maintained a record of the books sold every day. Update the stocks accounts with the number of total sales on that date.
- Prepared daily, weekly, and monthly records for purchases, sales, and stocks.
- Checked the stock of books in the stores. Purchase orders with the vendors or publishing houses and complete the procedure for delivery of books.
- Interacted with the walk-in customers and provide them with the books of their choice. Suggested names of books that suit their taste. Assist the customers to make their purchases.
- Communicated with the customers via emails and telephone calls. Answer their queries regarding availability of books, book reviews, new launches, price of books, complaints, etc.

From 02/2015 to 05/2015	Future TV Position Held: Video Editor – News Department <ul style="list-style-type: none"> Assembled raw footage in preparation for inputting into the computer; Digitally cut the files and put together the sequence of the film Created 'rough cuts' and added reporter voice over. Oversaw the quality and progress of audio and video engineering and editing 	Beirut, Lebanon
From 03/2015 to 05/2015	Info Pro Position held: Customer Service Representative <ul style="list-style-type: none"> Contacted customers and clients with the aim of filling surveys on apartment vacancies in Beirut 	Beirut, Lebanon
From 10/2014 to 06/2016	Private Tutoring	Saida & Beirut, Lebanon
<u>ACTIVITIES/SERVICES</u>		
From 2/2018 to Present	Children International Summer Village (CISV) Position Held: Staff Writer <ul style="list-style-type: none"> Attend and participate in local training sessions and the Leadership Training weekend. Plan and conduct activities which prepare the delegation for the program including coordinating with families to conduct delegation “get-togethers” prior to the Interchange and between phases Exhibit behavior that is mature, responsible and appropriate in keeping with CISV philosophy and the role of leader for youth. Position Held: Leader for the Lebanese delegation in Italy <ul style="list-style-type: none"> Providing opportunities for safe expression: build a relation of trust and understanding with children from different cultures. Developing rules with children and apply consistently. Providing opportunities for children to participate in designing and conducting activities Ensure that children feel comfortable, safe, and respected. Getting involved – sitting with the children and encouraging them. Ensure a safe and child-friendly atmosphere within the camp, including no physical discipline or fighting. 	Beirut, Lebanon
From 04/2018 till Present	Architects for Change Position held: Photographer	Beirut, Lebanon
From 02/2012 to 04/2012	Model Arab League Position Held: Trainee & Delegate <ul style="list-style-type: none"> Took part in the Model Arab League Training Sessions and Conference, an educational simulation in which students are assigned countries and placed in committees to deliver at the end of each conference a draft resolution targeting a contemporary worldwide issue 	Beirut, Lebanon
From 03/2013 to 05/2013	LAU Leadership and Constitutional Education Academy Position Held: Trainee <ul style="list-style-type: none"> Participated in 7 training sessions in which students are trained on the fundamentals of leadership from both a practical and legal perspective. 	Saida, Lebanon
From 09/2018 till present	Hunger Hero at FoodBlessed Position Held: Volunteer <ul style="list-style-type: none"> Participated in events and food rescuing 	

SUMMARY SKILLS

COMPUTER SKILLS: Adobe Premiere Pro, Avid Media Composer, Adobe Illustrator, Adobe InDesign, MS Word, Excel, PowerPoint

LANGUAGES: Fluent in English, Arabic and French, Basic Turkish, Basic Spanish

SOFT SKILLS: Leadership, Communication, Team-Building, Public Speaking, Time Management, Creative and Critical Thinking