



HIBA AHMAD CHERRY

Phone Number: 70/013109- 01/467970

Nationality: Lebanese 1989, Single

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WORK EXPERIENCE:

- September 2016- Present: Production and Marketing Executive at DAR AL MOUALEF.

Jnah – Beer Al Hassan

- Attend many bookfairs with my colleagues; arrange all visas applications and travel booking and documents needed.
- demonstrate and present products with international suppliers
- Attend trade exhibitions, conferences and meetings (in Lebanon, UAE, Qatar, Sultanate of Oman...)
- review sales performance
- negotiate contracts and packages with authors and foreign publishing house

- September 2014- August 2016: Senior Executive Assistant (Marketing Department) at the Centre for Arab Unity Studies.

Hamra- Lyon street

- Creates monthly email newsletter
- Provides clerical support to the unit, including data entry, filing, etc.
- Research and gather information for book projects
- Manage and Control the suppliers demands in the Far East and Europe and with customers from different parts of the world, as well as with internal departments.
- Getting multi-task and work on several books and authors campaigns at the same time, with excellent organizational skills
- Responsible for developing and maintaining all mailing lists ensuring they are kept up to date.
- Assist with Front of House duties, including some program selling.

- November 2011- August 2014: Senior Administrative Assistant and Archivist at the Arab organization for translation.

Beit al Nahda bldg -Basra str. – Hamra

- Organize “The Fifth Arab Conference for Translation”: The Computer and Translation: Toward A Developed Sub-Structure for Translation (Fes, Morocco, on 15-16-17 May 2014).
- And “The Fourth Arab Conference for Translation”: Language and Translation in the Era of Informational and Communicational Technology (Muscat, Oman Sultanate, on 01 October – 02 October 2012).
- Work on Arabic Terms Project: collect and compile terms for specialized books translated.
- Attend senior level meetings (i.e. executive committee, board meetings and other) and record minutes of meeting for future reference
- Organize and set up meetings and working sessions in order to inform the concerned parties accordingly.
- Seek new ways of filing, organization & document storage for fast retrieval.
- Collect and research information on assigned matters, as well as produce reports as requested

and Retrieve documents upon request.

- Coordinate with Letter Carriers when needed.
- Organize and manage the day-to-day running of the manager's professional and personal affairs in order to ensure the provision of high-quality support.
- Manage the schedules to ensure effective time management, coordinate activities, prioritize appointments and reschedule where necessary.
- Manage, prioritize, screen and monitor the manager's correspondence, including calls, emails, post and fax, in order to ensure they are dealt with in a timely manner.
- Split, organize & file documents, Ensure that documentation is correctly filed by maintaining an efficient filing system.

EDUCATION

- 2016 – 2018: Masters in Science of Communication and Information
- 2009-2014: Lebanese University - Faculty of Information and Documentation, Bachelor Degree in Mass- Media and PRESS- radio and TV.
- 2007- 2008: Lebanese Baccalaureate – economics and sociology - from Ecole des Filles De la Charite- Saint Vincent, Clemenceau.

TRAINING

2011-2013: An-Nahar WebTV

- Filming and editing short Films.
- Suggest topics to film about for An-Nahar webTv Team.
- Assist in webTv meetings, every Monday.
- Daily report for the manager on the work of the team.

December 2009 – February 2010: Future news TV

- News Anchor and daily editing.
- Covering events, reporting, working on the montage.

SKILLS & ABILITIES

- Languages:

- Arabic: writing and talking- very good.
 - English: writing and talking- very good.
 - French: writing and talking- very good.
 - Spanish: writing and talking- good.
- Computer skills: Microsoft Windows system and software including Microsoft Office (Access, Excel, PowerPoint, Outlook and Word).
- very familiar with the internet, as I consult it daily to make sure I am updated on the latest news and current events.
- Radio and TV skills: news writing and reporting.
- Interviewing for newspaper, radio and TV in both Arabic and French.
- Research skills: essay research via library/Internet; archives.
 - Good at translation (Arabic and French and English), statistics and scientific research.

HOBBIES

- Develops my communication skills through meeting a variety of people.
- Watching intelligent drama, sport and documentaries.