# **CHLOE NAJM**

# **Digital Marketing Specialist**

#### **EMPLOYMENT HISTORY**

#### **Digital Marketing Specialist**

Randem MENA | January 2018 - Now

- Meet with clients to establish needs and create marketing content based on a certain time frame.
- Planning and designing the content to implement on Hubspot.
- Creating Google ads for every offer or product depending on the season and campaign objective.
- Creating content calendars for social media every month based on certain themes and objectives.
- Analyzing campaign results, and providing insights for future campaigns.

#### **Customer Experience Associate**

Randem MENA | August 2017-December 2017

- Online customer service.
- Assisting customers online, and understanding what they need help in to provide them with solutions to make their online experience easier.

# **Human Resources Internship**

UNDP | October 2015 - March 2016

- Extracting and retrieving contracts on the UNDP portal.
- $\, Responsible \, for \, the \, e\text{-recruitment} \, of \, new \, staff \, members \, on \, the \, UNDP \, portal \, by \, uploading \, the \, necessary \, documents.$
- Posting vacancies online.
- Preparing lists of applicants applying to certain positions.
- Updating the list of accepted interns.
- Scanning, printing needed papers and documents.
- Filing staff members' documents in their respective files and organizing them.

# CONTACT DETAILS

digital world.

**CAREER OBJECTIVES** 

As a digital marketing specialist, motivated

individual and strong learner I am seeking to

take my next career step in the eCommerce and

Phone: 76351101 najmchloe@gmail.com Mazraat Yashouh, Metn, Lebanon

# **CORE QUALIFICATIONS**

Google Analytics Hubspot Adwords Social Media Big Commerce EpiServer

# **OTHER SKILLS**

Writing Skills
Creative Thinking
Strategic Thinking
At Ease Working In A Team Environment
At Ease Working Under Pressure
Team Leadership
Client Relations
Targeted And Efficient Reporting
Microsoft Word
Excel

### **PREVIOUS EDUCATION**

#### Lebanese University

DEA Social Psychology | September 2016 - June 2019

 $- Related \ coursework: Socio-cultural \ change, Applied \ Social \ Psychology, Marketing, Seminar \ in Sociology, Sociological \ Texts$ 

#### **Lebanese University**

M1 Social Psychology | September 2015 - June 2016

 $- Related \ coursework: Psychopathology, Experimental \ Psychology, Public \ Opinion, Principles \ of Social \ Psychology, Methodology$ 

#### Lebanese University

BA Sociology | September 2012 - June 2015

- Related coursework: Sociology in the Arab World, Social Psychology, Development, Research methods, Stat I & II, Political Economics, Philosophy