

Mohamad Adam Hijazi

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OBJECTIVE

Energetic, job-focused, well- organized, eager to learn, ambitious and extremely dependable. Proven ability to adapt to the demands of a diverse and challenging workload, with strong ethics and a desire to go beyond the expectations of employer.

EDUCATION

Lebanese American University, Beirut, Lebanon

Sept. 2015 – Expected June 2019

Bachelor of Sciences in Business Studies - Emphasis in Marketing

City International School (CiS) – Beirut, Lebanon

Sept. 2011 – June 2015

High School Diploma – Honors Program

Special Project:

Consumer Behavior – Marketing Campaign for Nestle. (December 2017)

Integrated Marketing Communications – Marketing Campaign for Ritter Sport Chocolate. (March 2018)

WORK EXPERIENCE

LINK SARL, Mardini Center, Sin El Fil, Lebanon.

Feb. 2019 – Present

- Assisted manager in preparing Marketing Strategies for the agencies current and potential clients.
- Helped in advertising campaigns/brainstorming ideas for new campaigns.
- Supported the Marketing Manager in daily administrative tasks.
- Monitored analytics with Social Media team to identify viable ideas.

B On Time, 20 W 47th St. New York, NY 10036

June – Aug. 2016 / July – Sept. 2018

- Phone Calls/Emails
- Delivering & exchanging products such as diamonds/watches to other companies.
- Sales Associate (Diamonds, Watches, Bracelets and other jewelry artefacts)
- Admin work
- Deposit/Cash Checks
- Handling social media accounts for the company (Facebook/Instagram).

Hamawi Designs, LTD. 580 5th Ave, New York, NY 10036

May – Aug. 2017

- Phone Calls/Messages
- In charge of all communications via email.
- Sales Associate
- Deliver Diamonds/Stones to a variety of companies
- Admin Work
- Running errands to the bank
- Handling social media page for company (Facebook, Instagram & Official Website)

Marquise Gem Co. 580 5th Ave, New York, NY 10036

June – Sept. 2015

- Admin Work- Filing documents, emails, bank errands.
- Acquired a knowledgeable amount of information on diamonds, stones, and watches.

SKILLS

COMPUTER: Microsoft Office (Word, Excel, Power Point) - **Social Media:** Facebook, Twitter, Instagram, LinkedIn.

LANGUAGES: English and Arabic