

# Jean Chahin Karam

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D.O.B: 1/8/1997

## SUMMARY & OBJECTIVE

I am seeking a position in a highly reputable organization where I have the opportunity to prove my experience in the marketing field. I work well under pressure and multitask in order to achieve goals within tight deadlines. I have strong organizing skills, and the ability to assume responsibility.

## EDUCATION

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|---|---------|
| <b>BA: Marketing Management</b><br>Antonine University, Mejdlaya Campus               | 01/2019 |
| <b>Baccalaureate in Economics and Sociology</b><br>Antonine School, Khaldieh, Zgharta | 06/2015 |

## EMPLOYMENT HISTORY

|   |                   |
|---|-------------------|
| <b>Security Supervisor, Mist Hotel &amp; Spa</b> <ul style="list-style-type: none"><li>Monitored the security's staff</li><li>Monitored surveillance equipment</li><li>Prevented losses and damages by reporting irregularities</li><li>Organized the work schedule for the security staff</li></ul>  | 08/2017– Present  |
| <b>Marketing Coordinator, Robostars</b> <ul style="list-style-type: none"><li>Managed all social media</li><li>Developed advertising campaigns</li></ul>  | 09/2018 – Present |
| <b>Marketing Executive, Accounting Manager, Youssef Bey Karam Foundation</b> <ul style="list-style-type: none"><li>Responsible for all marketing and communication matters</li><li>Took full responsibility of social media presence (Facebook, Instagram, Twitter...)</li><li>Maintains and updates foundation internal marketing page</li><li>Conducted advanced market and competitive analyses, highlighting trends</li><li>Prepared and wrote all communication, for example foundation announcements</li><li>Monitored and analysed accounting data and financial funds</li><li>Established budgeting and cash forecast</li></ul> | 02/2019 – Present |
| <b>Marketing Assistant (Internship), Socialprise</b> <ul style="list-style-type: none"><li>Wrote products descriptions for catalogue</li><li>Evaluated websites and advertising images</li><li>Data entry</li></ul>   | 07/2018 – 10/2018 |
| <b>Housekeeping Supervisor, Mist Hotel &amp; Spa (5 stars ranking)</b> <ul style="list-style-type: none"><li>Ensured standard for room cleanliness where met across the hotel</li><li>Investigated all reported complaints with regards to housekeeping services</li></ul>  | 07/2016 – 01/2017 |
| <b>Supervisor, Ehden Adventure</b> <ul style="list-style-type: none"><li>Monitored events and activities</li><li>Trained new employees</li><li>Controlled costs and purchases</li></ul>   | 06/2015 – 09/2015 |

**Cashier, Aal Midan Restaurant**

07/2011 – 09/2011

- Managed bills and purchases

**LANGUAGES**

- Arabic ( Native: Oral, written and verbal)
- French ( Fluent: Oral, written and verbal)
- English ( Fluent: Oral, written and verbal)

**PERSONAL INTERESTS**

- Adventurous Sports (hiking, flying fox, caving, ...)
- Football
- Politics

**References are available upon request.**