

JAD KAIS

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I am knowledgeable about content creation and maintaining interest on various social media platforms. I have a solid understanding of how to effectively communicate ideas to people. I am highly creative and understand the importance of individualizing and ideation.

EXPERIENCE

DECEMBER 2015 – PRESENT

PERSONAL BLOG

Post daily Instagram content related to the music industry
Plan a weekly calendar for content
Post up to three posts per day
Research latest releases and follow up trending hashtags and topics

AUGUST 2016 – SEPTEMBER 2017

SALES ASSOCIATE, MALIKS

Duties included shop maintenance, restocking, pricing and customer assistance.
It was an opportunity to be a part of a team that handles a multiple of daily operations.

SEPTEMBER 2015 – JULY 2016

SALES ASSOCIATE, SANABEL BOOKSTORE

Responsible for assisting the shop keeper to serve the customers and maintain the stock.
Initiated a social media presence for the brand.

EDUCATION

MAY 2019

DIGITAL MARKETNG TRAINING PROGRAM, INTOACT

Learned the fundamentals of building successful digital marketing campaigns using the appropriate social media and digital channels, strategies and tools.

FALL 2013 – SPRING 2016

BA IN INTERIOR ARCHITECTURE, ISLAMIC UNIVERSITY OF LEBANON

Graduated with distinction, and demonstrated excellence in final and senior projects.

2012 - 2013

BAC II SOCIOLOGY AND ECONOMICS, BATLOUN OFFICIAL HIGH SCHOOL

SKILLS

- Adobe Photoshop
- Photography
- Autodesk 3D Max
- Autodesk AutoCAD

LANGUAGES

Fluent and proficient in both Arabic and English.