



SARA ALSOURI

Nationality: Lebanese/Palestinian

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Birth date: September, 20, 1994

Address: Beirut, Lebanon

OBJECTIVE

Excellent interpersonal skills, Listen attentively, communicate persuasively and follow through diligently, strong planning, organising and monitoring abilities, self aware always seeking to learn and grow, very confident, decisive and creative, reliable and dependable in meeting objectives.

EXPERIENCE

1. Real Estate broker at Urban Brokerage (September 2017 – Present)

- Solicit potential clients to buy, sell, and rent properties
- Advise clients on prices, mortgages, market conditions, and other related information

2. Social Media Expert and Marketing Coordinator at Arabia Solution for Investment Company, Riyadh Saudi Arabia (Lava Fitness)

(July 2016 – August 2017)

- Social Media Setup on Platforms & Monthly Management (Facebook-Instagram-Twitter)
- Develop brand awareness, generate inbound traffic, monitor and manage paid media campaigns and cultivate leads and sales
- Create and Lead Social Media Events organise social media events, moderates panel discussions with selected panellists and speakers, as well as workshops for all participants..

3. Social Media Specialist and Sales Representative at Ladonna Beauty Salon Riyadh, Saudi Arabia

(March 2015 – February 2016)

- Build and execute social media strategy through competitive research, platform determination, benchmarking, messaging and audience identification using (Facebook-Instagram-twitter)
- Generate, edit, publish and share daily content (original text, images, video or HTML) that builds meaningful connections and encourages community members to take action
- Set up and optimize company pages within each platform to increase the visibility of company's social content

4. Private Tutor (freelancer) since 2013 to present

Tutoring children at home, from grade 1 to 6, subjects Math, English and Science

5. Inspector/Assistant at Inkript Company Bshamoun, Lebanon (May 2013 - Dec 2014)

- Approve incoming materials by confirming specifications; conduct visual and measurement tests; rejecting and returning unacceptable materials.
- Approve in-process production by confirming specifications .
- Conducting visual and measurement tests; communicating required adjustments to production supervisor.

6. Sales representative at Sara Cosmetics Beirut, Lebanon

(Sep2010-Sep2011)

- Prepare sales action plans and strategies
- Negotiate with clients
- Ensure customer service satisfaction and good client relationships follow up on sales activity
- Perform quality checks on product and service delivery
- Assist customer needs and recommend the best solution

EDUCATION

- Studying Marketing at Mubs University (2017 – present)
- Digital Marketing Certification from Shaw Academy, Riyadh in 2016
- High School Certification from Kaser Al Sanawbar School Choueifat, Lebanon in 2015

LANGUAGES

- Arabic - Mother Tongue
- English - Fluent in speaking and writing

SKILLS

- Speak and write in fluent English.
- Proficient in Microsoft Office including Excel and PowerPoint
- Able to manage and implement Social Media campaigns.
- Excellent written and verbal communication skills.
- Able to translate complex text into easily readable material.