

Zeinab MARMAK

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DOB : Novembre 10th, 1985

Languages	Read	Write	Speak
Arabic	Fluent	Fluent	Fluent
English	Fluent	Fluent	Fluent
French	Fluent	Good	Good
Spanish	Poor	Poor	Poor

Work Experience:

➤ **Company Name:** RDC (Routes for Development and Consultancy)

Today the Routes for Development and Consultancy represents: the London Chamber of Commerce and Industry, also represents the American Educational Institute and the University and Campus Management.

Personal Assistant for the General Manager/Office Manager

Year: from October 2007 – till now

Mains Responsibilities:

Education Consultant:

- As our Arabic society becomes more complex, our schools have to adapt their methods to prepare students for the challenges of the new century. As an education consultant, you can help make that happen by bringing the best educational techniques and technologies to classrooms and schools.
- Work with schools and individual families to optimize the progress of the students.
- Placement test of Different English Levels in order to grant the entrance exams to universities and countries
- Advisor in the educational field

Communication and information:

- Assist with internal and external communication for procedures related to duties between different modules of the business unit.
- Manage the interface with the company's agents to control deliveries until arrival to the customer.
- Transfer information on different matters provided by GM to internal and external parts of the business and follow it up.
- Receives and assesses incoming and outgoing mails, responds directly on routine matters, directs elsewhere or puts forward to the executive where necessary, first obtaining supporting information from relevant departments.

- Routes or answers routine correspondence not requiring supervisor's attention.
- Head of the Social Media and acting as a senior manager in the marketing department

Administration:

- Schedules appointments and coordinates arrangements for meetings and conferences.
- Organizes and prepare for training inside and outside the company and coordinate with concerned persons.
- Organizes and maintains files of GM correspondences, records, etc...,
- Following up on pending matters.
- Takes dictation or minute meetings and type up information where issues of a particularly confidential or sensitive nature are involved.
- Acts as the General Manager's personal assistant on internal and external matters of an administrative nature.
- Coordinate travel arrangements, including visa, flight, and hotel and ground transportation for GM or coworkers.
- Manage the diary and ensure either personally, or by delegation, the appropriateness of arrangements for meetings, travel, accommodation and events.
- Deals with incoming telephone calls referring to the executive only where essential.
- Files and retrieves records and correspondence.
- Keep sensitive material in confidence.
- Obtain best offers from Hotels and do all reservations requested from GM.
- Creates and maintains good and friendly relationships with all associates
- Translation

Human Resource:

- Head hunter for different positions especially in the Education and Business fields
- Handling the first job interviews
- Control the assessments and the entrance exams
- Regulate all the employees need (NSSF – Insurance – PAYROLL – payment and contract)
- Following on the legal matter related to the company's image and the employee rights.

Accounting Department:

- Head of the accounting department with General view about accountability and rules and regulations of Lebanese law
- Generate invoices, receipts and statement of accounts

➤ Company Name: Rotary Club of Beirut Metropolitan

Director of the club June 2011 – Till date

Location: Radisson Blu Dunes - Verdun

Mains Responsibilities:

- Serves as a focal point of information and stays involved and informed about all areas of RCBM's activities.
- Functions as a planner and coordinator of Rotary activities and a resource and distributor of information to the Boards, committee chairs, and Club members. This includes information about RCBM, District programs and functions, and Rotary International.
- Works with the membership and its leaders, in a manner demonstrating a conviction that Rotary is important, but also understanding that the member's first obligation is to his business or profession.
- Runs input to the Editor of the District Magazine as required.
- Provides continuity for RCBM at the time of annual projects and plans throughout the year.
- Provides assistance and prepares event schedules for the President Elect.
- Participates in the processing of new RCBM members and provides information and assistance to them.
- Responsible for conducting the administrative and clerical operations of RCBM in accordance with its Constitution and Bylaws.
- The ES should maintain a foundation of efficient administration, coordination of activities, and permanence.
- RCBM depend on the continuing presence of the ES to maintain continuity of their programs and administration.

Project(s): water filtration, Flu Vaccinations, End Polio, opening schools and Libraries, organizing several Iftars and Christmas Dinners.

➤ **Company Name: Rotary District 2452** (It is present in 9 countries: Lebanon, Cyprus, Jordan, Sudan, Bahrain, UAE, Georgia, Armenia and Palestine)

Co-executive of the District from 2017 – Till June 2019

Mains Responsibilities:

- Provide high-level **administrative** support by conducting research, preparing statistical reports, handling information requests, and performing clerical functions such as preparing correspondence, receiving visitors, arranging conference calls, and scheduling meetings.
- Organizing team of the **6th Rotary District 2452** conference – May 2019
- Familiar with the layout and standing reports included in the District's annual report.
- Notify appropriate chairs and directors of when you require their reports to give time for compilation and printing
- Complete reports and returns as required by the **District Governor**, and maintain or cause to be maintained the membership and data records of the clubs.
- Responsible for effective and efficient club administration **Specific Responsibilities**
- Sign documents as Public Officer; where required as requested by the Secretary
- Be responsible for the safe keeping of the 'Common Seal' of the District

- Maintain current copies of R.I. Manual of Procedures and this Guidelines and Roles Manual which includes the Club Constitution & By Laws
- Maintain a supply of club requisites in relation to: R. I. and Club stationery including official R.I. membership kits, badges, and a supply of club banners as required
- Prepare an annual directory of members based on the designated club format

➤ **Company Name:** AUL University (art, science and Technology University in Lebanon)

Head of Registration Office at the EP Academy

Year: from December 2007 till December 2008

Mains Responsibilities:

- Working in the admission office for the CISCO and MICROSOFT academy
- Office work (registration, accounting, customer service ...)
- Marketing plan for the new courses at the academy.
- Signing the contracts with the instructors for the new semesters
- Planning the time table during each semester

Other activities:

- Event committee in the **6th Rotary District 2452 Conference** – May 2019
- **Beirut Marathon** Head of the Logistics for the Rotary Team (From Nov 2014 till Nov 2018)
- **EndPolio** – Conference Sep 2015 : Organizing Committee
- **AUL** annual job fair for the AUL's student
 - LCCI's representative (London Chamber of commerce and Industry) in 2009
 - Cisco & Microsoft academy representative in 2008
- **Lebanese** University 1st job fair in 2009
 - Representative of the EPP certificate given by LCCI
- Biel Job opportunities
 - Routes (2012)
 - BTC (Business Training Center) representative in 2009
 - AUL's University, representative in 2008
- Planning for the CESVI job fair at Tyre in the Islamic University and Representative for AUL's University.
- Project Manager for the data entry's operation at the UNRWA schools in Lebanon

Education:

- **2012: Bachelor degree in Lebanese law from the Lebanese University – I.**
- **2008: Marketing from the LCCI**
- **2005 – 2006: 1 years of French literature at the Lebanese University**
- **2004: Lebanese baccalaureate (philosophy department) at Charite Saint Vincent de Paul Clemenceau.**

Computer Skills:

- Long term experiences for all Microsoft office programs (windows, Word, Excel, Power point, outlook ...)
- Joomla and different HTML programs
- Payroll system and accounting system
- Photoshop and illustrator

Training:

- Competency based management: how HR changed forever
- Social Media training
- Creative thinking at Holiday Inn Verdun Trainer Andre Abi Awad
- Time management training Dr. Fouad Zein
- The new you – Oct 2012 Dr. Anthony Rizk

Interest:

Adore reading, surfing the net, interested in the press work, and serving the communities.