

# Maya Sabbah

## Freelance digital media planner

I am a mass communication graduate with 2 years of experience in various aspects of customer experience and digital media, I combine my logical thinking and creative ideas to offer innovative results to any given task.



mayasabbah19@gmail.com ✉

+961 3 741 882 📞

Sanayeh , Beirut , Lebanon 📍

linkedin.com/in/mayasabbah in

live:f0621483f56a7b24 S

## WORK EXPERIENCE

### Membership Advisor Lifestyles - Boubess group

03/2019 – Present

Ras Beirut

Lifestyles is a leading health club in Beirut that provides fitness, relaxation and luxury in a professional and familial ambiance.

#### Tasks

- Generate sales and establish a referral program
- Organize outdoor events
- Conduct customer service calls and follow ups

### Customer Service Transmed Lebanon

01/2018 – 07/2018

Downtown

Transmed is a major distribution company for international products ranging from P&G to Mars in addition to its food service industry.

#### Tasks

- In charge of food service industry operation
- Resolving conflicts and issues through call center
- Data analysis reports

### Account Manager Supervisor Media solutions

08/2016 – 06/2017

Corniche el mazraa

One of Lebanon's largest web development, web design and social media management companies.

#### Tasks

- Coordinate between different departments
- Handling clients's projects from A to Z
- Resolving problems and complaints

## EDUCATION

### Bachelor Degree of Mass Communication Beirut Arab University

2016

#### Courses

- Broadcast journalism
- Multimedia story coverage
- Television news writing
- Fundamentals of mass communication

### Baccalaureate of economics Lycee Abdel Kader

2012

## SKILLS

Business Communication Skills

Critical Thinking

Leadership Skills

Analytical Skills

Research Skills

Sales & Customer Service

Creative in Nature

Organized & Efficient

Emotional Intelligence

Public Speaking

Interpersonal Communication

Marketing & Branding

Proficiency in Microsoft Office

## CERTIFICATES

- Strategic Communication (American University of Beirut AUB)

- Corporate branding and Identity
- Media Campaigns
- Public Relations
- Interpersonal Communication

- ICDL (International Computer Driving License)

- Microsoft Excel
- Using database
- IT security
- Presentations

- Minor degree of Psychology (Beirut Arab University)

- Introduction to psychology
- Social psychology
- Psychology of management
- Psychology of women and child

## LANGUAGES

Arabic

Native or Bilingual Proficiency

English

Full Professional Proficiency

French

Full Professional Proficiency

Spanish

Limited Working Proficiency

## INTERESTS

Culinary

Fitness

Photography

Graphic Design

Video Editing

Reading & Writing

Arts & Music