

# **Marwa Abou Ammo Halawi**

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## **Education**

Fall 2011 – **Bachelor of Science- Major Marketing**, Lebanese International  
Spring 2012 University Beirut, Lebanon

Fall 2002 – **Junior in Business Management**, Hariri Canadian University  
Spring 2004 Beirut, Lebanon

2000 –2001 **Lebanese Baccalaureate II, Life Science, Aley Cultural  
Secondary School**, Aley, Lebanon

## **Experience**

2012- 2018 **Marketing Consultant, Freelance**, Beirut, Lebanon

- Create and maintain social media pages for clients.
- E-marketing.
- Direct Marketing.

2009- 2011 **Assistant Resort Manager, Coral Beach Hotel**, Beirut, Lebanon

- Target new and existing client accounts.
- Investigate and troubleshoot guest services matters.
- Manage and enroll resort members.
- Provide timely responses, immediate communication to the properties, develop professional long-term business relationships.
- Manage and monitor activities of staff, making sure they adhere the standards of excellence and to the guidelines set in the hotel policies and procedures.
- Coach, train staff to adhere the standard policies and procedures.
- Manage and supervise health club, pools, and beach boys.

# **Marwa Abou Ammo Halawi**

Summer/ **Logistics Officer, Wild Discovery**, Beirut, Lebanon  
2009

- Manage and follow up on Visa applications and procedures.
- Organize and supervise applicants' documentations to ensure files completion.
- Coordinate and communicate between Wild Discovery branches and embassies.
- Manage and supervise couriers.

2008 – 2009 **Flight Responsible, Middle East Ground Handling**, Beirut,  
Lebanon

- In charge for passenger Check-ins.
- Ensure the delivery of high-quality customer service, handle customer complaints.
- Ensure all passengers boarded successfully.
- Greet VIP passengers, make sure the amenities in Business Lounge meets the standards.

## **Freelance:**

- Private tutoring for elementary classes and Brevet students.

## **Computer Skills:**

- Microsoft Office, (Microsoft Excel, Microsoft Word, Microsoft Power Point, Microsoft Outlook), SPSS, social media and internet research.

**Language:** Arabic, English, French, Spanish, Italian.

**Date of birth:** February 15, 1984.

**Nationality:** Lebanese.

**Reference:** Available upon request.