

Sarah BAGHDADI

04/15/1987 - Lebanese

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Objective:

To secure a position in the organization that offers challenge and opportunity for my career growth; at the same time serve the organization to the best of my capabilities. I would like to gain new skills while utilizing my current area of expertise of procurement and employee satisfaction services within a positive team environment.

EXPERIENCE:

Feb 2019 – Jul 2019

MADA & EMPOWER NGO
MONITORING OFFICER

“Career Day” – Mada NGO

Organizing 2 Career days for Beirut area.

- Contacting Companies to participate.
- Preparing official communication letter to get the approval of the Ministry of Education (Public & Technical schools).
- Contacting Public Schools & Institutions to send their students to participate.
- Organizing the 2 days events transportation's for students, catering for the participants.
- Managing the communication with companies for printing materials & visibility.
- Monitoring all activities during both days & resolving any issue or problem on spot.

“Social Media Training – TOT” Empower NGO.

Monitoring, Evaluating & Coaching.

- Searching for participants to enroll for the BML area.
- Assigning place, date & time of each session & Phase of the project.
- Taking care of logistics.
- Assisting the trainer in sessions.
- Coaching Peer to Peer sessions.
- Follow Up on projects & needs.

Jul 2018 – Oct 2018

STUDIOCURART
PROJECT MANAGER

- “CYCLES OF COLLAPSING PROGRESS” contemporary art exhibition in Rashid Karami International Fair & the Citadel of Tripoli, a 1-month exhibition.
 - In charge & responsible for all the official communication with Ministries, Municipalities & all official figures (preparing letters, requesting meetings, follow up on processes, ...).
 - Helped in the Arabic content writing.
 - Follow up on shipments & delivery.
 - Conducted research on related subjects.
 - Getting Proposals for needed resources.
 - In charge of the local & foreign artists (accommodation, demands, materials, installations, ...)
 - Establishing a strong relation with the Tripoli society and the Municipality in particular to follow on daily jobs & tasks requested for the exhibition and during the exhibition.
 - Meeting & organizing the routing for the visitors and around the Citadel in specific with all involved officials.
 - In charge for all the Volunteers & Mediators for the whole month of the exhibition (Assigning schedule & tasks, daily follow up, budget, payments, ...)
 - Responsible for Petit Cash & Budget for the team.
 - Provided guided tours during the exhibition for visitors & Public figures, welcoming people, gathering feedback.
 - Daily check up & follow up with the technicians for the performance of the all the installations.
 - Contacting potential Sponsors & Donors.
 - Supervising the dismantling phase and assisting in the process as well.
 - Preparing payments, contacting accounting & collecting checks to distribute.
 - Handling some of the printing materials (communication between the designer & the printing house, collecting orders).

Oct 2016 – Jun 2018

GAMING.ME
OFFICE MANAGER

- Handling the Operations from A to Z in a project called “Wholesaler”.

- Daily checkup for Stock availability.
- Estimation for all orders & purchases on a weekly basis.
- Prepare Reports by the end of every month (Statement, Sales, Profit, Inventory)
- Collecting money from Clients.
- Daily Pits Reports.
- Research new items & strategies.
- Updating prices for all items & calculating Unit Cost for purchased Items.
- Handling Accounting for Customers & helping the company audit for internal accounting.
- Branding & study a strategy for Online Marketing for users (Websites, Social Media,..)
- Prepare all Suppliers payments & closing statements.
- Office Coordinator (Ordering needed Supplies, Filing, organizing, ...)
- Helping in the Operations phase in different Projects under the company.

Oct 2016 – Jun 2018

PROMEX.ME

CUSTOMER SUPPORT & RELATIONSHIP MANAGER

- OMT Project
 - Customer Relationship Management.
 - Head of Customer Support, writing handbook, assisting clients, creating accounts.
 - Daily Reports & Stock Management.
- Content Creator for websites, Website management
- Preparing Proposals for new customers
- Fill web pages or mobile app contents for clients
- Follow up with old Hosting/Domain upgrades clients, and remind them of payments
- Market study for new projects & ideas, in addition to potential clients for corporations.

Oct 2015- Feb 2016

ART FACTUM GALLERY
Operation Assistant

- Responsible of Petit Cash.
- Issuing invoices & receipts
- preparing portfolios for clients and potential buyers
- Purchase office supplies
- Responsible of facebook and website.
- Prepare and Send Portfolios of Artists & Designers
- Logistics

May 2015- Oct 2015

HOPE MCF (NGO)
Project Manager/Public Relations

- Revision of the programs of the NGO & Implementation of new Vision
- Communicate with the Website Developer to design the website and follow up
- Writing and developing of the Business Plan
- Preparing Power Point Presentation for Awareness, Donors and grants!
- Action Plan/Set Targets
- Applied for a grant for the EU
- Market the programs to get Funds and use PR
- Prepared a PR plan to raise funds

June 2012- August 2014

LEBANESE FOOD BANK (NGO)
Public Relations and Media Coordinator

- Social Media activist
- Look up for potential donors
- Organize events related to our cause
- Prepare and send the E-Newsletter
- Run Surveys for studies; visit the needy at their home with food donation.
- Interact with the media and follow up the news.

- Conducting Researches
- Represented Lebanon in the Annual GFN gathering & seminar in Houston, Texas, USA
- Translate from English to Arabic

Sep 2011- May 2012

Learn & Play (Kinder Garden)

- Preschool teacher (English and French)

Jan 05- Jan 2012

Artisana Baghdadi Down Town

- Sales Associate.
- Manage the work flow and the accounts.
- Greeting visitors & assisting them.

Mar 09- Jun 09

LEBANESE AMERICAN UNIVERSITY

Executive secretary assistant & Faculty assistant

- Manage daily workflow of the director, including scheduling appointments, and meetings.
- Maintain files of faculty
- Ordering supplies

Sep 08 - Feb 09

BEST REINSURANCE ME & Gulf

Assistant General Manager

- Responsible for all phases of general office, data entry services, booking, coordination of meetings, ordering office supplies.
- Handing Petit Cash.
- Organization of events and workshop held by our office.

Mar 07 – Aug 08

LEBANESE AMERICAN UNIVERSITY
Executive secretary assistant & Faculty assistant

- Manage daily workflow of the director, including scheduling appointments, and meetings and ordering daily supplies and stationary.
- Maintain confidential files of faculty and responsible for filing.

EDUCATION:

Oct 08 – Unaccomplished	Lebanese American University, Beirut <u>B.A (Business Management).</u>
Oct 06 – Jun 08	Lebanese American University, Beirut <u>Communication Art (Radio/TV/Film)</u>
Oct 05 - Jun 06	College Saint Elie Btina, Unesco <u>Lebanese Baccalaureate – Humanities</u>

Computer Skills:

- Ms Office
- Internet Research
- C-base software
- Audio mix & editing software
- In design
- Web site page management
- CRM

Languages:

- French: Read, Written, Spoken
- English: Read, Written, Spoken
- Arabic: Read, Written, Spoken
- Learning Turkish

Interests and Activities:

- Volunteering on a personal level to help needy families
- Sports: Tennis, football
- Photography
- Reading (current affairs)
- Theatre & Movies
- Researching
- Attended many workshops & seminars in different fields.