

To Whom It May Concern,

I have an ability to grow with a job, handle responsibility and build positive relationships with work colleagues at all levels. I am confident that I can bring a high level of high performance to your institution.

Beyond that which is already mentioned in my attached resume, I am someone who knows how to set goals and achieve them, and have a proven record of accomplishment of being able to conceive, develop & execute strategies. I feel certain that my strong business skills coupled with my ability to learn and perform will be of immediate value to your establishment.

I very much hope that you will look favorably upon my application by recognizing my enthusiasm, talents in the field of Marketing and my potential.

I would dearly like to further discuss the scope of this position, with you in person, and would welcome the chance of a meeting.

Thank you in advance for your time and consideration.

Sincerely,

Lama Remlaoui.

Lama Remlaoui

North Lebanon, Tripoli

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Objective

To work in a professionally managed Company where I can utilize my capabilities for the achievement of the company's goals and update myself. I will endeavor to be always ready for challenges, at the same time remain steady to accomplish my objective.

Education

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| 2012 – 2015 | Masters of Arts in Advertising and Public Relations. <i>University of Balamand – Lebanon</i> |
| 2008 – 2012 | Bachelor of Arts in Mass Communication. <i>University of Balamand – Lebanon</i> |
| 2006-2008 | French Baccalaureate in Economics and Sociology <i>Lycee Francais Alphonse De Lamartine – Lebanon</i> |

Employment History

2017 – 2019: Marketing Executive, Middle East Advanced Marketing (MEaM), Byblos, Lebanon: I work as a Marketing Executive in a digital marketing agency known as MEaM (Middle East Advanced Marketing) in Lebanon, I handle clients and work with them directly to assure a good communication between the creative department, the designers, the web developers and the client. In addition, I provide some help in filling data in the backend of applications, coming up with creative ideas for marketing campaigns, and providing new clients for the agency.

2012 – 2014: Coordinator of International Students' Office, Office of Student Affairs, University of Balamand, Koura, Lebanon: The Coordinator of International Students' Office is responsible of the well-being of foreign students. From the moment students become part of the University of Balamand, the Coordinator of International Students' tasks are to provide them with insurance cards and other official papers and introduce them to the university. Therefore, the Coordinator's responsibility is to insure a smooth integration of new foreign students and keep up with old ones. The Coordinator is responsible of an International Students' Club that he/she must supervise. The club organizes events to build a relationship between international students together and international and local students.

Volunteering History

2001– Present: Member of The Youth Orthodox Movement, El Mina, Tripoli.

- Establish a friendly relationship with adults with multiple disabilities
- Explore the community to encourage independence.
- Provide support during community activities.

Languages

- English (Fluent)
- French (Fluent)
- Arabic (Native)

Interests

- Volunteering work.
- Reading.

References

Available upon request