

Sara Fakhri

Events Planner

Planning effective meetings, seminars, social events, grand openings and shareholders meetings

PROFILE

Organized, multi-task and detail-oriented event planner with experience in planning and executing meetings, events, book launching and wide international conferences. Expert in social media, marketing analysis and building strong relationships with quality vendors.

Lebanon, Beirut



fakhri.sara@gmail.com



26 May 1991



81-632828



Trade My Book
Singaholic



EDUCATION

SKILLS

EXPERTISE



Masters in Business Administration
- Services Marketing
Université Saint-Joseph, 2015

MAC/PC SYSTEMS

MICROSOFT OFFICES

PHOTOSHOP CS

ILLUSTRATOR

FOCUS SKY / VISIO

PREZI

ACCOUNTING SYSTEMS

Event Production & Management

Conference Strategic & Contingency
Planning

Social Media / Marketing Analysis

Brand Strategy Alignment

Venue & Travel Coordination
Budgeting & Cost Control

Risk Management and Creative Thinking

Writing / Minutes of Board Meetings

Prevention of Fraud & Corruption

Web Content and Mood Board Creation



& UniversitéFrancois-Rabelais de
Tours, 2015



Bachelor Degree in Business
Administration
Université Saint-Joseph, 2013

EXPERIENCE



Board Coordinator: Arab Thought Foundation

Reports directly to the Princes offices, Board of trustees& directors, DG, CFO and the Shared Services Director

- Support the execution of the DG short and long-term goals & responsibilities
- Research, prioritize and follow up on incoming issues and concerns identified by and/or addressed to the DG, including sensitive and confidential nature
- Recommend appropriate course of action, referral or response
- Translate goals into daily and weekly action plans
- Organize and coordinate travel plans, itineraries and agendas

August 2017 -
Present

Lebanon -
Beirut

- Support the execution of the DG short and long-term goals & responsibilities
- Research, prioritize and follow up on incoming issues and concerns identified by and/or addressed to the DG, including sensitive and confidential nature
- Recommend appropriate course of action, referral or response
- Translate goals into daily and weekly action plans also participate in drafting a social media strategy that leverages our shareholders and engage audiences
- Organize and coordinate travel plans, itineraries and agendas
- Successfully complete critical aspects of deliverables including drafting acknowledgement letters, personal correspondence and presentations
- Conduct research, assemble and analyze data to prepare reports and documents
- Communicate directly, and on behalf of the DG, with the board members, donors, staff and others on matters related to DG's programmatic initiatives
- Manage the Foundations' Social Media accounts as requested by the prince and developing new content
- Manage Board members VIP/Royal dinners support and coordination
- Attend Board meetings, record and circulate minutes of meetings
- Monitor Board communication calendar and coordinate with assigned staff to prepare and deliver their assignments and maintain the web content and harmonize the editorial style and tone
- Contribute in the production of the visual content and designs and in initiating communication multimedia materials



Executive Assistant: Arab Thought Foundation

Reports directly to the CFO, Shared Services Director and the DG

- Prepare reports (Purchasing analysis, global shared services) every month
- Tax declaration, Audit, budgeting, financial statements, casting & cross-casting budgets, supplier reconciliations
- Billing invoices on daily basis
- Conduct an Electricity/Counters analysis report every trimester
- Implement research on the needs of the market and participants.
- Develop personal growth opportunities such as inventing a process to manage our inventory
- Logistics work and database aggregation including seating plans
- Human resources work on daily basis that includes: Leaves registration, reports and payroll
- Responsible for the input and output of the inventories and warehouse
- Petty cash custodian
- Operate as the lead point of contact for any matter related to our projects and programs
- In charge of ATF social media accounts on each platform including implementing the social media calendar content each month (Verticals, newsletters, designs, slogans, fact sheets, stories, polls, surveys, mood boards and more) with analyzing and report website traffic statistics using social networking analysis tools
- Create a digital marketing strategies and guidelines for growth opportunities and work on marketing collateral including brochures in addition to writing and editing social media content to engage audience
- Handled transcription and translations in 3 languages

**November
2015 - August
2017**

**Lebanon -
Beirut**

CONFERENCES

- **FIKR 14:** ATF Annual Conference in Cairo in collaboration with the league of Arab States, 2016
- **FIKR 15:** ATF Annual Conference in Abu Dhabi in collaboration with the league of Arab States, 2017
- **FIKR 16:** ATF Annual Conference in Dubai, 2018

EXPERIENCE

- Internal Auditor to the 7 branches of AUL

March 2014 -
June 2014

Lebanon -
Beirut

CERTIFICATES

- **Formatech:** The Executive Assistant Master Class
- **Alison:** Microsoft Excel 2010, Outlook 2010, Leaderships Skills Business & Time Management
- **EDRAAK:** Advanced Info-graphics
- **Advocacy Assembly & SMEX:** Developing Smart Goals for Successful Strategies
- **Udemy:** Basic Prexi

SOCIAL INVOLVMENT

- Former scout unit leader (LSA - Beirut District 7)
- Completed 2 years of volunteer work and charity with "Ambassadors of good" & "New Breath"

LANGUAGES

- French 
- English 
- Arabic 
- Spanish 