

Jana Hamdan
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EDUCATION

Bachelor of Science in Business Studies, Emphasis Marketing August 2016 - May 2019
Lebanese American University (LAU) - Beirut, Lebanon

RELATED EXPERIENCE

Basic Outlet Stores - Sales Assistant Manager in Hazmieh July 2019– August 2019

- Providing direct support to the Branch Manager by aiding in day-to-day operations of the store including sales, staff, stock, and resources management to ensure maximum profitability.

TarGet App – Sales Freelancer May 2019- July 2019

- Selling a Marketing Platform through phone calls to a wide range of sectors (restaurants, gyms, etc.)

ACT-GB - Social Media Manager (Freelance) April 2019 – July 2019

- Handle social media platforms (Facebook/Instagram)
- Handle Google AdWords account
- Create and promote posts

Procurement Office, LAU – Beirut, Lebanon August 2016- April 2019

- Work/Study program
- Following up on biddings
- Checking PR and auditing transactions
- Faxing
- Filing

Kunhadi Organization – Certificate of recognition April 2017

- Reached the finals in the competition of the Flugan Rides marketing plan as part of the case study for the Consumer Behavior course at the Lebanese American University
- Worked with a team under pressure to ensure reaching the finals

Moustache – Sales Department in Verdun & Hamra – Beirut, Lebanon June 2016 – August 2016
Sales Representative

- Enhanced sales skills
- Led the total number of sales in both branches during the three months

COMMUNITY SERVICE AND VOLUNTEER EXPERIENCE

LAU Event Organization Club – Beirut, Lebanon September 2019 – April 2019

- Organizing and ushering LAU events

BMA (Beirut Marathon Association) March 2019

- Responsible for preparing the Elite runners for the race
- Ensuring no one enters the Elite runners' tent
- Giving the Elite runners their medals after the race

Skills

- Excellent written and verbal communication skills
- Highly organized and efficient
- Ability to work independently and as part of a team
- Microsoft office (Word & Excel)

ADDITIONAL INFORMATION

Languages: Arabic (mother tongue), English (fluent)

Interests: Following up with marketing trends