

Nationality: Lebanese
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EDUCATION:

- University Antonine Baabda – June 4, 2019 (Marketing and Management)
- College Notre Dame De La Delivrande – until 2016

DETAILED WORK EXPERIENCE:

March 2021 – Present

○ **OLX Group:** OnLine eXchange (OLX) is the world's leading classifieds platform focused on emerging markets, both mobile and online

Operations Executive:

- Work as a focal point between all departments
- Manage tasks on Online dashboard
- Communicate upper management to develop strategic operations goals • Be responsible of all salespeople and work
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March 2020 – March 2021

○ **Antonine University:** Antonine University (UA) is a Lebanese Catholic institution, dedicated to developing the talents of young people in the joy of the truth. It supports them in building knowledge, know-how and interpersonal skills, thus enabling them to become qualified men and women in the service of society

Administrative Assistant:

- Provide administrative support for the dean and all instructors.
- Provide support for managing the department schedule/calendar, screening, and handling telephone communication, greeting and directing visitors, and dealing with administrative problems and inquiries as appropriate.
- Coordinate the faculty's meetings, conferences, and events as requested by scheduling and coordinating dates and times, venues, attendance, agendas, and facilities; takes minutes of meeting, and provide administrative support and follow-up on matters arising from meetings.
- Process all received requests and send them to concern entities.
- Create and maintain administrative documents.
- Prepare the course offering process, schedule and coordinate remedial sessions, prepare recommendation letters, internship certificates and syllabus.
- Register all the data.
- Supports the work of the department by demanding needed equipment and supplies. • Remains competent by attending professional development courses, software training sessions.

July 2019 – January 2020

- **Librex Group:** The Manufacturer and Worldwide Distributor of the renowned Ritello Cleaning System, the Crystello, Waterello and Pamello Water Purifiers. It has been involved in the distribution of these Health-Related Products through In-home demonstrations in over 45 countries worldwide.

Business Development Executive:

- Surf the Internet in order to recruit new potential distributor
- Follow up and reply to all potential distributor's emails
- Assisting all potential distributors and existing ones.
- Act as a focal point of communication and primary contact to all distributors
- Update all distributors about new products, latest results, business best practices and future plans.

July 2015 – Present

- **Ipsos:** Ipsos is a French survey company and an international opinion marketing company **Part**

Timer:

- Coding
- Data Entry

May 2015 – September 2021

- **Sorelle:** Hostessing Agency

Hostess:

- Monitor restaurant activity to determine seating and dining flow
- Respond to guest inquiries and requests in a timely, friendly, and efficient manner.
- Perform opening and closing duties, as needed.
- Problem solver
- Communicative and understandable.

TECHNICAL SKILLS:

MS Offices, SPSS, Google Sheets, SIS, Carforce, Click Up, Asana

INTERNSHIP:

- Ipsos: Overview and practice on all media and marketing methodologies; Knew how to build questionnaires and surveys, study the market, track details, monitor any form of media

Personal Skills:

- Teamwork and leadership
- Problem solving
- Results orientation and execution excellence
- Communication abilities
- Market research
- Strategic perspective
- Customer Service
- Time Management