



SAMAR WAIZANI

Beirut, Lebanon – Phone +961 70 973 348- Email:waizani.samar@gmail.com

Nationality: Lebanese - Date of Birth: April 11th, 1987

SUMMARY

My years of experience are within marketing/office management, events and education. Over the years, I developed strong communication abilities and fostered a reputation as a key contributor through critical thinking and innovative skills. As a team player, I am collaborative with peers, continuously searching for new ways to integrate valuable insights. These qualities and some of my skill sets among others include growth hacking, human relations, research, planning, communication, and management.

I assure you of my assistive nature and level of professionalism.

“Tomorrow belongs to those who prepare for it today”

PROFESSIONAL EXPERIENCE

Marketing Communication Manager - SART & ART

January 2011 - May

2012

Lebanon -Beirut

September 2018 – Present

- Corporate Events Management
- Planning from A-Z (Theme, setup, customer satisfaction, meeting deadline, etc.)
- Customer Relationship Management
- Ensuring the staff to work with high level of professionalism throughout the project
- Manage a team/ project

Private Tutoring - My Tutor Beirut

Beirut, Lebanon

January 2018 – January 2019

- Tutored struggling, average and advanced students
- Helped with subjects such as English Literature, Political Science, Psychology, Philosophy, IELTS, SAT, assisting with Master thesis etc.
- Provided feedback to students using positive reinforcement techniques to encourage, motivate, and build confidence within
- Reinforced class-taught concepts and demonstrated classroom management skills

- Promoted character development among students
- Implemented variety of instructional and creative techniques to address multiple learning styles

Ana Aqra / UN - Beirut/Lebanon - Volunteering

June 2018 - September 2018

ECE Teacher

- Teaching Refugees age range 3-5
- Subjects such as : English- Arabic- Science and Math
- Classroom Management
- Expose kids to new creative ideas and improve their emotional level, boost their confidence and more

- **ECE Ana Aqra Educational training:** skills, ideas, ways of teaching, methods and others

- **Merge Educational Training:** How to merge kids of special needs with other kids through the education system in Lebanon

Office & Marketing Manager/Export Promotion - Experior Partners

Dubai-UAE

June 2012 – December

2014

- Market Entry /Research
- Trained on CRM
- Lead generation, research, client engagement and reporting
- Planning, organizing exhibitions and corporate conferences
- Export Promotion Consultancy - Finding potential business partners for foreign companies in the MENA region
- Ability to meet deadline / Problem solving
- Manage a small team

Office Manager - Jacquard Systems

Dubai-UAE

March 2010 – December

2010

- Office Management
- Implementing administrative system /HR Policies
- Budgeting , Recruiting, Training
- Monitoring staff performance and discipline

Office & Marketing Specialist - The Media Forum

Hazmieh-Lebanon

August 2009 –February 2010

- Promote the firm's events, exhibitions, offers and communication with vendors for delivery, scheduling and facilitation
- Building and maintaining excellent customer relationship
- Managing a small team to achieve monthly targets in media events and exhibitions

Sales Consultant - Phones 4 U

London-UK

December 2006 –May 2009

- Retail sales
- Customer service / Problem solving
- Achieving monthly targets

University of East London - London/UK

December 2006 - May 2009

Events Management Assistant - Volunteering

- Assist students throughout events to help them integrate better into the university life
- Socialize and be present especially for foreigners/Arabs
- Help with event management at the university (setup, theme, contacts, follow ups etc..)

EDUCATION

2006- 2009 BA in Media and Advertising

University of East London
London -UK

2005 - 2006 Film, Radio and TV

Lebanese International University
Beirut, Lebanon

SKILLS

- Strong communication and interpersonal skills
- Ability to measure and assess the training staff needs
- Embracing efficiency and my passion for continuous learning
- Effective, disciplined and a passionate candidate who can accomplish beyond what is expected of them
- Profound ability to work in a stressful environment and under pressure
- Demonstrated capacity to assume responsibility for self-growth
- Problem-solving and Organizational skills
- Thrive in a team environment and a great team player

COMPUTER SKILLS

Proficient in MS Word, MS Excels, PowerPoint, CRM system (Quickbase), MailChimp, Google Drive, Google docs, etc...

LANGUAGES

	<i>Read</i>	<i>Write</i>	<i>Speak</i>
English	Excellent	Excellent	Excellent
Arabic	Excellent	Excellent	Excellent

REFERENCES

All References are available upon request