

CHRISTINE GEORGES MOUAWAD

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Objective

Looking forward to join your company and be part of its working team.

Education

- Fall 2016 – Present: **Sagesse University**
MBA Degree in Management.
- December 2013: CILS Certificate, Italian Proficiency Test, Level B2
- June 2012: CILS Certificate, Italian Proficiency Test, Level B1
- Sep-Oct. 2011: **Edulingua Laboratorio di Lingua e Cultura Italiana** affiliated to **Università degli studi di Macerata** Castelraimondo/Italy
Advanced Level Diploma in Italian Language from Macerata University.
- Jan. 2010 - March 2012: **Istituto Italiano Di Cultura** Hamra/Jounieh
Diploma in Italian Language
- Fall 2005- Fall 2008: **Notre Dame University** Zouk-Mosbeh
BA Degree in Marketing and Advertising - Dean's List
Diploma in Marketing Communications from IAA (International Advertising Associations)
- 2005: **Christian Teaching Institute** Horsh-Tabet
Lebanese Baccalaureate – Sociology and Economics degree

Experience

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| <u>February 2017 – November 2019</u> | Les Affichages Pikasso | Furn El Chebback |
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- Malls Senior Sales Support
- Responsible for booking everything related to campaigns inside the Malls: ABC Achrafieh, ABC Verdun, CITYMALL, The Spot Saida, The Spot Nabatieh, The Spot Choueifat, Cascada Mall.
 - Coordinating with the Accounting Department concerning the Booking Orders and the related payments we should receive from clients.
 - Following up with the clients to receive the printing material on time and getting the related permit numbers from the General Security.
 - Coordinating with the Printing House and preparing the related Installation Orders for each campaign inside each Mall.
 - Preparing reports to the Accounting Department, concerning all printing jobs handled to the printing house.
 - Requesting from the Control Department to get pictures for each campaign inside every mall to prepare Photo Album and send it to clients to show them how their campaign looked like.
 - Informing the IT Department about all campaigns to display on the LCD Screens installed inside Malls.
 - Preparing weekly reports to the management concerning all visuals displayed inside every Mall.
 - Chef de Projet of a new System "Ayuda". Responsible for training the Sales Department on how to issue Booking orders on this system; in addition to preparing an instructional manual of how to use the system.

Large Format Sales Admin Coordinator

- Responsible for booking everything related to the Large Format (Unipole/Rooftops), Digital Large Format, Beaches and Téléferique networks.
- Coordinating with the Accounting Department concerning the Booking Orders and the related payments we should receive from clients.
- Following up with the clients to receive the printing material on time and getting the related permit numbers from the General Security.
- Coordinating with the Printing House and preparing the related Installation Orders for each campaign on each location in each network.
- Preparing reports to the Accounting Department, concerning all printing jobs handled to the printing house.
- Requesting from the Control Department to get pictures for each campaign on each location to prepare Photo Album and send it to clients to show them how the campaign looks on road.
- Informing the IT Department about the campaigns to display on the Digital Large Format LED Screens.
- Preparing weekly reports to the management concerning all visuals displayed on the Large Format, Digital Large Format, Beaches and Téléferique networks.
- Chef de Projet of a new System "Ayuda". Responsible for training the Sales Department on how to issue Booking orders on this system; in addition to preparing an instructional manual of how to use the system.

April – December 2015 **Les Affichages Picasso**

Furn El Chebbak

Billposting Admin Coordinator

- Responsible for preparing the posting reports for the Billposters as per the bookings done by the Sales Department for the 4x3 and Beirut Backlits networks.
- Sending Proposal of Locations, Billposting Confirmations and LED Proof Of Displays to clients.
- Coordinating with the HR department concerning the reports prepared for all Billposters (Attendance, Salaries, Advance on Salaries, Payrolls, etc...)
- Monitoring the Billposting team daily work track through the GPS

July 2012 – March 2015 **Zakka Multitec**

Fanar

- Direct assistant to CEO
- Responsible for issuing offer templates for machinery received from different suppliers.
- Acting as indoor sales for direct clients
- Issuing offers, proforma invoices, sales orders, purchase orders, invoices, installation orders, and credit notes on behalf of the sales team according to the quality management system.
- Sending samples of customer's products to suppliers through various couriers.
- Coordinating with the logistics department to send spare parts and machinery to foreign clients through various couriers.
- Replaced the customer service and spare parts officer, for a period of 8 months, to fill the gap in the technical department. Was responsible to Issue offers, proforma invoices, purchase orders, invoices, credit notes and preventive maintenance agreements according to the quality management system.
- Responsible for preparing all advertising and marketing materials
- Responsible for Zakka Multitec's participation in local and international exhibitions.
- Responsible for updating the website of the company

Nov. 2011 - July 2012: **GoldenHill (Powered by Al Mawarid "AM" Financials)** Koraytem

- Preparing media plans for AM Financials
- Booking advertisements for AM Financials with media suppliers
- Continuous follow up with all media regarding new offers and prices
- Issuing invoices and handling payments from AM Financials and to suppliers
- Responsible for preparing the training materials concerning the Forex
- Responsible for preparing certificates to trainees according to the scheduled training

Sep. 2010 - Aug.2011: **Link sarl** Dekwaneh

Account Executive

- Meeting with clients, creating media briefs and media plans according to their campaign's request.
- Booking advertisements for clients with media suppliers.
- Issuing invoices and handling payments from clients and to suppliers.
- Doing financial reports to the owner concerning the expenses, revenues and profits for each campaign.
- Responsible for updating the website of the company
- Responsible for creating the branding image of the company.

Oct. 2009 - Aug 2010: **InterContinental Phoenicia Hotel**

Ras Beirut

Working as Human Resources Coordinator of the Engineering Department

- Responsible for all HR works related to the employees in the department (attendance, salaries, payrolls, etc...)
- Issuing contracts with companies related to the hotel's maintenance.
- Distributing maintenance work for the responsible employees
- Following up on the maintenance work that should be
- Coordinating with the security department concerning the items that must be took out and into the hotel.
- Making sure that the Engineering department is following the IHG rules and procedures.
- Coordinating with the Purchase department concerning the equipment that the Engineering department needs
- Doing activities for the department as per the IHG regulations

Jan. 2009 – Sep. 2009: **INFOPRO**

Hamra/Sanayeh

Telemarketing Coordinator.

- Selling and renewing the monthly subscriptions for the magazines: "Lebanon Opportunities" & "BusinessWeek el Arabia".

Trainings

- April 2016: **Lebanese Red Cross**

Certificate of Attendance for First Aid and CPR course

- September 2014: **Formatech Integrated Learning Center**

Certificate of Achievement for Adobe Illustrator

- December 2013: **Wydner Coaches**

Attended the Sitting Ducks Program

- September 2013: **Formatech Integrated Learning Center**

Certificate of Achievement for Microsoft Excel Intermediate Level

- June 2013: **Wydner Coaches**

Attended the Sales Pedigree Program

- Nov. 2008 – Dec 2008: **INFORMARKETS International** Adonis, Beirut

TRAINING for a two months period as an account executive to complete the advertising internship course at NDU university

- Aug. 2007 – Dec. 2007: **Mazda** Jal-El-Dib, Beirut
TRAINING: Marketing & Market research training at Mazda company to complete the marketing internship course at NDU

Volunteer :

- Oct. 2008 – Nov 2008: **Relief International Organization** Hamra, Beirut

Helped the Organization in designing and preparing a manual for their health awareness campaign.

- 2003–2007: **Beirut Marathon** Hazmieh,

- Recruitment Coordinator at the Beirut Marathon Association
- Member in the Marathon League volunteers team
- Stand Manager at ABC Dbayeh and Achrafieh for race registrations
- Leader at the Beirut Marathon village and race day

Personal data

- Languages: English, Arabic, Italian and French
- Computer Skills: Microsoft Office, Photoshop and Illustrator.
- Visual Dolphin, Fusion and Ayuda systems