

# F A D E L M O U B A R A K

## C O N T A C T S

- Beirut, Lebanon
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## E D U C A T I O N

- BACHELOR**  
LEBANESE AMERICAN UNIVERSITY, BEIRUT  
2018  
Bachelor Degree in Business Marketing
- HIGH SCHOOL DIPLOMA**  
AL MAWAKEB SCHOOL, DUBAI, UAE  
2014

## S K I L L S

- Time management skills
- Project organization
- Client-focused
- Customer Service
- Office and Administrative Skills
- Calendar Managment

## L A N G U A G E S

- Arabic
- English
- French

## C O U R S E S

- MAHARAT MIN GOOGLE | APR 2020
- THE FUNDAMENTALS OF DIGITAL MARKETING | APR 2020  
GOOGLE

## A B O U T M E

- Creative Event & Marketing Coordinator with 2 years of experience in events field. Proven ability to plan and execute events to engage all clients, internal and external. Successfully able to promote events and reach intended audiences.

## W O R K E X P E R I E N C E

- EVENTS & MARKETING COORDINATOR | JUN 2018 - JAN 2020**  
**BEIRUT DIGITAL DISTRICT, ART-MONIT, BEIRUT**
  - Coordinate with vendors, exhibitors, and stakeholders during event planning, create and distribute event listing pages on social
  - Manage event set-up and follow ups, establishing standardized event procedures. Track event key performance areas
  - Perform research through all platforms in the social media; providing analysis through interviews, questionnaires, & polls
  - Support the creative marketing promotional materials
  - Assist in maintaining social media accounts for different event's accounts; daily posts and follow ups
  - Maintaining excellent client relationships through superior customer service skills
  - Provide general administrative support to the company
- ALUMNI RELATIONS ASSISTANT | SEP 2014 - MAY 2018**  
**LEBANESE AMERICAN UNIVERSITY, BEIRUT**
  - Planning annual events for alumni including summer programs, homecoming events, and monthly workshops & seminars
  - Provide assistance to the different departments
  - Involve sincerely in the clerical administrative communication oriented duties
- MARKETING & SOCIAL MEDIA INTERN | MAY 2017 - AUG 2017**  
**FRANCO INTL. GMCC, DUBAI, UAE**
  - Reported directly to the marketing manager.
  - Collaborated with the marketing team and the owners in conceptualizing marketing ideas for traditional collateral and digital content
  - Managed several social media accounts of the company
- EVENT HOST | JUN 2016 - JUL 2016**  
**FREELANCE, DUBAI, UAE**
  - Create a pleasant and inviting atmosphere for event guests and attendees by greeting and providing direction and information