

1994-2007  
Notre Dame de Jamhour - Lebanon  
www.ndj.edu.lb  
French baccalaureate

EDUCATION

2009-2013  
Lebanese American University - Lebanon  
www.lau.edu.lb  
BA in Business Management

SUMMARY

A highly motivated and proactive junior project manager with multitasking and organizational skills, having a wide experience in identifying the needs of customers. Running and delivering events in consultation with agents, production teams, creative teams and suppliers. Quick understanding of the mission, vision and values of an organization with a great business sense.

EXPERIENCE

BANK AUDI	Internship	General Rotation	July 2009 to Aug 2009
TRANSMED	Internship	Sales and Trade	July 2010 to Aug 2010
VERTICAL	Internship	Media Planning and Communication	May 2012 to June 2012
JK58	Junior Project Manager		Oct. 2013 to June 2014
RUBIK SAL	Assistant A&R and Booking Manager		June 2014 to April 2015
NRJ	Radio Producer and Sound Design		Oct. 2015 to Nov. 2017
2U2C	Event Coordinator		Oct. 2015 to Nov. 2017

DUTIES

Events:  
-Providing strategic, musical directions and artists’ choice.  
-Monitoring and identifying new trends in music and potential artists.  
-Drafting long term and non-disclosure agreements with booking agencies.  
-Planning, coordinating and liaising with booking agents.  
-Creating and developing new concepts for public and private events.  
-Constructing budgets, developing timetables and setting deadlines internally and for clients.  
-Maintaining day to day contact and building strong relationships with suppliers, clients and agents.  
-Effective updating and communication with the project team prior, during and post events.  
-Seeking investors for financing.

Marketing & Communication:  
-Developing marketing plans in line with corporate image and identity.  
-Preplanning, supervising and monitoring online and offline campaigns including outdoor advertising and social media.  
-Compiling and delivering social media camapaigns and event pages.

Sound Design:  
-Audio production for radio and TV ads.  
-Radio show production and programming.

PROFESSIONAL ATTRIBUTES

Willing to travel if and as the project demands.

Have no qualms with working overtime or on week-ends as may be relevant to a project.

PERSONAL

Fluent in Arabic, French and English.

Proficient user of all Microsoft Office applications.

Enjoys Music, Art, Philosophy, Science and Sports.