

ABOUT ME

Experienced Graphic Design and Social Media with over 4 and a Half years of experience in Eagle Films leading personnel in diverse combat and non-combat scenarios. Expert in Graphic Design and Social Media with proven abilities in Photoshop and Illustrator. Ready to bring commitment to goals and keen problem-solving abilities to company in Marketing or Graphic and social media.

REFERENCE

GASSIA KELOUKIAN  
Eagle Films  
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LANGUAGE

- ENGLISH
- ARABIC

SALLY  
KHALIFE  
MARKETING OFFICER

Keyfoun, Mount Lebanon, School Street, Keyfoun  
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WORK EXPERIENCE

AL BONIAN GROUP  
May 2019 - Present

- Marketing officer
- Improved inventory control accuracies, ensuring proper maintenance of rifles, machine guns, mortars and hand grenades.
  - Led diverse training simulations to prepare teams for combat and emergency situations.
  - Oversaw various projects from conceptualization to completion.
  - Protected company reputation and built loyal client base by working relentlessly to resolve problems and improve customer satisfaction.
  - Wrote agendas and notes and sent out automatic notifications for upcoming meetings.

EAGLE FILMS  
Jan 2015 - Apr 2019

- Graphic Designer social media specialist
- Formatted designs and media for print and web applications and delivered production ready graphics in [Type] formats.
  - Produced [Number] videos for social media, advertising and informational purposes.
  - Developed website layouts, templates and unique branded looks.
  - Leveraged media and graphic design expertise to develop engaging marketing and promotional materials, including flyers and advertisements to generate new sales revenues and grow customer base.
  - Designed new, on-brand visual elements focusing on concept and messaging.
  - Finalized projects with touches such as adjusting images sizes and selecting fonts.
  - Wrote social media content to increase engagement with customers.
  - Effectively responded to negative feedback and bad reviews under the supervision of the [Job Title].
  - Ensured consistency in content and tone to optimize social media accounts.
  - Monitored advancements in social media and technology, working with marketing teams to adopt new platforms and facilitate integration into marketing plans.
  - Produced marketing graphics that were attractive and high-quality by applying skills in [Software].

**MEDIA CONCEIL**  
Dec 2013 - Dec 2014

- Account Executive**
- Reached out to customers to assess satisfaction, discuss concerns and highlight additional offerings.
  - Oversaw production of advertising copy, including preparing scripts, reviewing proofs and editing layouts.
  - Leveraged media and graphic design expertise to develop engaging marketing and promotional materials, including flyers and advertisements to generate new sales revenues and grow customer base.
  - Generated digital image files for use in digital and traditional printing methods.
  - Developed website layouts, templates and unique branded looks.
  - Finalized projects with touches such as adjusting images sizes and selecting fonts.

**MICHEL TABIB EST**  
Oct 2013 - Dec 2013

- Typography**
- Protected company reputation and built loyal client base by working relentlessly to resolve problems and improve customer satisfaction.
  - Created communication strategies to meet client objectives.
  - Monitored multiple databases to keep track of all company inventory.
  - Handled all Typography formats especially in Arabic.

**RIZK PUBLIC RELATIONS**  
Sep 2013 - Sep 2013

- Trainee - Graphic Designer**
- Edited and proofread documents before being published online or sent to print.
  - Designed and printed online interactive sales and marketing collateral.
  - Organized and created email designs and designed print materials.
  - Generated computer graphics and page-layout software, graphic elements and photography.
  - Coordinated and presented printing specifications with various vendors to ensure the timely completion of projects.
  - Designed new, on-brand visual elements focusing on concept and messaging.
  - Created corporate brands by designing cohesive looks between elements such as logos and letterheads.

**PLUS PROPERTIES**  
Aug 2013 - Aug 2013

- Trainee - Graphic Designer**
- Created corporate brands by designing cohesive looks between elements such as logos and letterheads.
  - Established organizational vision and developed strategies to achieve sales, profit and loss and customer service goals.

ALLIED  
Feb 2011 - Apr 2011

- Trainee - Graphic Design**
- Submitted design ideas in early planning stages with customers and project managers.
  - Leveraged media and graphic design expertise to develop engaging marketing and promotional materials, including flyers and advertisements to generate new sales revenues and grow customer base.
  - Submitted design ideas in early planning stages with customers and project managers.

EDUCATION

AMERICAN UNIVERSITY  
OF SCIENCE AND  
TECHNOLOGY (AUST), AN  
AFFILIATE TO THE STATE  
UNIVERSITY OF NEW  
YORK, NEW YORK, USA  
2013

- Bachelor of Science**
- Completed continuing education in Graphic Design

SKILLS

