

Noura Tahan

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EDUCATION

Bachelor in Business Study, Emphasis in Management

Sept 2015 – Jun 2019

Lebanese American University, Lebanon

Lebanese Bacculaureate

Jun 2015

College Louise Wegmann

Lebanon Social and Economic Sciences path (SES)

PROFESSIONAL EXPERIENCE

Abed Tahan, Retail Company

Jun 2019 – Nov 2019

Marketing coordinator

- Created a marketing calendar based on events and seasonality
- Worked on marketing and advertising campaigns, which drove sales up by 30%.
- Assisted on market research analysis and benchmarking in order to implement an innovative marketing strategy, which increased sales of home appliances by 15%

Bank Audi, Banking

Aug 2018 – Sept 2018

Rotating Intern

- Rotated in the Customer Service, Counter Operations and Trade Finance department
- Made calls to clients to ensure they pay their overdue payments

Sea Sky Service, Freight Forwarding Company

June 2018 – July 2018

Summer Intern

- Developed knowledge on the functions of cargos and freight companies
- Identified suitable marketing agencies to work with, taking into consideration our needs, goals, budget and the agency's experience, services creativity and technical expertise
- Worked on recommendations in order to improve social media presence

Khoubourat, HR Program

Jun 2017 – July 2017

Summer Intern

- Data entry
- Helped job-seekers create CVs and resumes
- Scheduled meetings, interviews, HR events and maintained agendas

HARD & SOFT SKILLS

Languages Arabic (native) – English (fluent) – French (fluent)

IT Skills Programs: Microsoft Office (Word, PowerPoint, Excel)

Operating Systems: Windows, Mac OS

Soft Skills Emotional Intelligence, Communication Skills, Problem Solving

Extra-Curricular Volunteering with Dafa'a, Ajialouna

Participated in the business Plan competition

