

# SARA RENNO

MARKETING & ADVERTISING  
GRADUATE

## LANGUAGES & SKILLS

Fluent in English, Arabic & French  
Microsoft Office (Word, Excel, Power Point)  
Adobe Photoshop, Illustrator & Canva

## EXTRACURRICULAR ACTIVITIES

Participated in Model United Nations (2015)  
Member of the USJ Dance Club Board (2017-2018)

## HOBBIES & INTERESTS

Photography, Outdoor Activities, Road Trips,  
Dancing

## CONTACT DETAILS

Beirut, LEBANON  
M +961 76 408 405  
sara.renno@hotmail.com

## PROFESSIONAL BACKGROUND

### Freelance

Event decorator

### SwitchLb | February 2019 - October 2019

#### Event Planner

- Organize and manage all kind of events such as Birthdays, Parties & Corporate events.
- Handle the decoration part of the events.
- Handle customer service.
- Manage and create the content of its social media platforms.
- Design & Create content for clients to post on Social Media.
- Manage the venue's material stock.
- Participate in creating and developing the Christmas Fair that will be held on December 2019 in Byblos, Jbeil.

### Saint Joseph University | October 2018 - June 2019

#### Library Assistant

- Support university students.
- Loan the library materials and collected returned materials.
- Sort and re-shelve returned books, periodicals and other materials.
- Organize and maintain library materials.
- Maintain computer databases used to locate library materials.
- Help planning and organizing library events such as used-books giveaways.
- Create library posts and flyers designs.

### AddBloom | July 2018 - Aug 2018

#### Digital Marketing Intern

- Community Management.
- Create Editorials.
- Handle the weekly postings on social media platforms.
- Create Blog posts.

### Deir El Qamar Municipality | Aug 2017-Sept 2017

#### Event Organizer

- Help organizing and managing the summer festival
- Supervise the hostesses.

### G Tamer Holding | June 2017 - Aug 2017

#### Sales Intern

- Assist in Merchandising and display maintenance.
- Help in Stock Management.
- Organize and Manage the yearly customer event.
- Execute sales.
- Help in creating product presentations.

## ACADEMIC BACKGROUND

### Saint Joseph University | 2016 - 2019

#### Institut de gestion des entreprises

Bachelor of Marketing & Advertising

### Notre Dame des Anges Badaro | 2016

Lebanese Baccalaurate in Sociology and Economics