

Vera El Ferekh

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Mansourieh-Lebanon

PERSONAL STATEMENT

A highly motivated and hardworking individual who has earned her BA in Public Relations and Advertising from the Lebanese University-Fanar. Currently looking forward to start my professional career in the area where my skills and experience would be beneficial for the goals of the company.

WORK EXPERIENCE

Sales and Marketing – July 2018 – December 2018

Sales and Marketing Department at KAWIJI S.A.R.L
Jal el Dib, Lebanon.

Responsibilities:

- Oversaw the pre-opening of the show room and the company.
- Address advertising needs.
- Ensure client satisfaction.
- Customer Service.
- Collective input on marketing strategies.
- Invoicing.
- Reception.
- Ledger keeping.
- Displaying.
- Stock Keeping.

Sales Assistant – June 2016 – June 2018

Sales Department at La Vie est Belle by Cruz.
Fanar, Lebanon.

Responsibilities:

- Dealt primarily with customers.
- Invoicing
- Received goods
- Displaying.

Sales Assistant – June 2015 – June 2016

Tally Weijl and Big Star – Big Star
City Mall, Dora, Lebanon.

Responsibilities:

- Invoicing.
- Received goods.
- Displaying.
- Customer Service.

Private Tutor – November 2014 – April 2015

Responsibilities:

- Helping children in need of better grades.

EDUCATION

BA in Public Relations and Advertising – 2014 – 2017

Lebanese University – Faculty of Documentation and Information.
Jdeideh, Metn, Lebanon.

Lebanese Baccalaureate in Economics and Sociology.

LWIS- Universal School of Lebanon – 2004 – 2013
Bttrram, Koura, Lebanon.

Model United Nations – 2011 –2012

Position Paper Award, LAU

Community Service – 2011 – 2013

- Charity Events.
- Donating food and clothing to the less fortunate.
- Cleaning the beaches of Lebanon.

PERSONAL INTERESTS AND SKILLS

- Reading
- Gaming
- Gymnastics
- Computer skills (Microsoft office, Adobe illustrator, Photoshop, Lightroom, adept in iOS and windows).

LANGUAGES

	Writing	Speech	Reading
Arabic	Fluent	Fluent	Fluent
English	Fluent	Fluent	Fluent
French	Fair	Fair	Good

REFERENCES:

Available only upon request.