

Maya Hammoud

Badaro, Beirut, Lebanon

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PERSONAL STATEMENT

A highly driven, customer-centered individual with a proven track record. Passionate about building long-term relationships with customers through understanding and meeting their business needs. Team player with a great sense of responsibility and leadership, contributing to the overall success of business processes. Tenacious and self-assured, adapts to ever-changing customer demands while working well under pressure. Seeking a long-term position with your reputable organization to reach further career development.

PERSONAL INFORMATION

Nationality: Lebanese

Gender: Female

Date of Birth: 6/12/1994

Marital Status: Single

EDUCATION

American University of Science and Technology: Bachelor's in Public Relations

2012 - 2015

Skills

- Entrepreneurial mindset
- Self-starter
- Effective communication skills
- Strong leadership skills
- Confident negotiator
- Exceptional interpersonal skills

EMPLOYMENT HISTORY

Marketing Account Manager, Digital Age

February 2018– Current

- Operating as lead point of contact for accounts.

- Developing creative campaigns based on customer requirements.
- Formulating effective marketing strategies.
- Working in liaison with direct team and other parties to execute campaigns and events.
- Building and maintaining strong customer relationships.

Sales Executive, Yellow Pages

July 2017- January 2018

- Researching and analyzing prospects.
- Understanding customers' business needs.
- Providing business solutions, support and guidance to customers.
- Developing solid relationships with clients.
- Tailoring and presenting service to meet customers' needs.

Administrative Assistant &HR Coordinator, Lebanese Red Cross “Internship”

January 2017- May 2017

- Office support; preparing materials, providing office support to managers and managing GM support. Assisting in the ongoing daily tasks.
- HR Coordinator, being responsible for all HR administration, records, activities of the team, responsible for the all the labor laws in the Blood Bank Department.
- Acting as cross functional support on various areas.

Brand Manager Assistant, LC WAIKIKI COMPANY

September 2015- August 2016

- Conducting market Analysis on company products, competitors via Excel.
- Liaising closely with the sales team in organizing routine meetings.
- Organizing and arranging all paperwork that dealt with marketing surveys and studies.
- Updating and maintaining marketing documentation and databases.

REFERENCES

Available upon request.