

Marcelle Kairouz Daher

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Achrafieh - Beirut - Lebanon
Mobile: (961) 3 798 328 - E-mail: marcellekai@gmail.com
Lebanese Citizenship - DOB: December 5, 1982 - Married

Education

- 2006 Bachelor Degree in Communication Arts**
Lebanese American University (LAU) - Beirut, Lebanon
- 2001 Graduated - American System**
Greater Beirut Evangelical School (GBES) - Beirut, Lebanon

Work Experience

- April 08 - May 15 AMERICAN LEBANESE LANGUAGE CENTER - INTERNATIONAL HOUSE - Beirut, Lebanon**
Assistant Marketing Director
 - . Production of marketing materials and literature
 - . Providing support for marketing events and exhibitions
 - . Writing articles and promotional material for the center
 - . Preparing interesting editorials for the website / social media
 - . Organizing the production of branded items such as stationery and merchandise
 - . Updating and maintaining the Marketing Department's documentation and database
 - . Setting up marketing campaigns and online activities**HR Coordinator (Ad-Hoc Projects)**
 - . Identifying training and development needs
 - . Conducting appraisals
 - . Producing training material
 - . Monitoring and reviewing the progress of trainees
 - . Schedules examinations by coordinating appointments
- Nov. 07 - Jan. 08 FORTUNE PROMOSEVEN - Beirut, Lebanon**
Creative Department - Junior English Copywriter
- Oct. 06 - Feb. 07 GREY WORLDWIDE - Beirut, Lebanon**
Creative Department - Junior English Copywriter
- Oct. 03 - July 05 ANTAKI HOLDING - Beirut, Lebanon**
Customer Service Department - Customer Service Representative
- Oct. 02 - Sept. 03 THE DAILY STAR & HERALD TRIBUNE NEWSPAPER - Beirut, Lebanon**
Customer Service Department - Customer Service Representative

Linguistic and Computer Knowledge

English	Mother tongue
Arabic	Good
French	Good
Spanish	Fair
Computer	Microsoft Office (Word, Excel, PowerPoint, Outlook)

Interests

Reading, Zumba, Music and Fashion
Online Community Manager for *Gluten Free Lebanon*