




Marie-Therese Y. Maroun

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Education

Antonine Sisters School Mar Elias – Ghazir | 2009

- Lebanese Baccalaureate in Socio-Economics

Sagesse University – Fun el Shebak | 2009 - 2012

- 3 years studies in Law

Lebanese University – Jal el Dib 2nd Section | 2012 – 2016

- Bachelor in Political Science

Experience

Media Booking and Back Office at TreeAd | July 2017 - Present

- Manage booking orders (receiving from commercial department, control, approval and creation of booking schedule on the system)
- Coordinate ads publishing with Media suppliers
- Monitor & Control booked ads vs. published ads
- Set up the monthly magazine schedule, prepare Flat Plan and check the Blue Print before Print house submission
- Manage the whole magazine & newspaper subscriptions (billing, renewals, deliveries, ...)
- Liaise between several stakeholders such as commercial team, advertisers / agencies, the editorial team
- Issue invoices/credit notes and deliver them to the advertisers/agencies for collection
- Coordinate with the Accounting department ensuring a smooth process
- Prepare several statistical reports upon request

Account Coordinator at TreeAd | July 2013 - Present

- Monitor Prints, TVs, OOHs, and social media platforms
- Collect data base of SMEs to approach new businesses for advertising
- Arrange appointments and schedules for the sales team
- Manage Customer Portfolio and assign tasks to sales team
- Prepare Sales Pipeline
- Discuss current status vs. forecast
- Submit daily, weekly, and monthly sales report to the Commercial Director

Personal Assistant at Sassin and Salameh Law Firm | August 2012 - November 2012

- Answer and transfer phone calls
- Send and receive faxes and emails
- Send and receive courier

- Control and order stationary inventory
- Perform required filing
- Type letters, mails, and faxes

Private Home Tutoring | September 2012 - Present

- Tutor grade 3 till grade 9 students in all subjects (Lebanese Educational Curriculum)

Hostessing at Chrysantheme Agency | Summer 2009 - Summer 2016

- Welcome and host guests in weddings and conferences

Summary Skills

Computer Skills: Dolphin | Microsoft Office (outlook, word, excel, powerpoint)

Languages: Fluent in English, Arabic and French | Writing, speaking and typing

Soft Skills: Organized | Detail oriented | Reliable & flexible | Excellent communication skills

Interests & Hobbies

Scoutmaster in Scout de l'indépendance – Mar Elias Ghazir | 2004 – 2013

Twitter & news Surfing

Newspapers, magazines and articles review

References

References available upon request