

Stephanie Kotahalian

Sed el Bauchrieh, Metn, Lebanon

(71) 451 545

15 June 1996

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EDUCATION

USEK-Kaslik

**Masters in Communication and
Visual Arts**

Certification and Activities

Volunteer Chieftain in Scouting

Red Cross Certificate

LAU-MUN Certificate

Lebanese Armenian

LANGUAGES

Arabic : Excellent

English : Excellent

Armenian : Very Good

French : Good

EXPERIENCE

**Artists and More
Entertainment
November 2018-
Present**

Manages projects from pre through to post production, Work across agency teams such as: Account, PM, Strategy, Development) to produce top-notch, cross disciplinary multi-channel work. Manage assigned workflow while directing the work of others, Preparing customized presentations and visuals, Plan and manage many aspect of internal details for assigned projects, Working and Coordinating with Production and Account Staff, Work within established budget and scheduling.

**Admic-BHV
Senior Sales
March 2018-
September 2018**

Sales at Decoration department, Furniture and lighting Section, help clients to meet their needs and furnishing their house in their preferred mood, following up with clients till they receive the ordered items

**Maksoud Group
July 2014-February
2018**

Administrative Work, Wholesale, Accounting and inventory Department, Data Entry, Costumer Service Oriented and Shop Drawings

Education

Masters in Communication and Visual Arts

(Online Advertising, New Media, BTL Design, Mobile App-UI/UX)

**USEK-Kaslik
Present**

**BA in Interior Design
Al-Kafaat University
2017**

SKILLS

- Adobe Illustrator
- Adobe Photoshop
- Adobe InDesign
- Autodesk AutoCAD
- Microsoft Office

- Working under pressure
- Strong Analytic Ability
- Excellent attention to details
- Positive attitude
- Self Motivated

- Leadership
- Team Player
- Excellent Communication

REFERENCES

Mr. Anthony Abou Antoun
CEO-Artists and More
9613114897
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Mr. Carlo Maksoud
Maksoud Group
9613335340
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