

CONTACT INFORMATION

DATE OF BIRTH

October 15th, 1992

MARITAL STATUS

Single

EMAIL

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ADDRESS

Hazmieh, Beirut – Lebanon

PHONE

+961 76527876

LANGUAGES

Trilingual: Arabic, English & French

SKILLS

- Quick learner
- Impeccable organization skills & attention to details
- Easy going character yet a serious and professional attitude
- Team player
- Conflict resolution oriented

COMPUTER SKILLS

- Pims, Maconomy, Fusion, Ayuda, Quantum, HProcom, Time Management, (Companies' Systems)
- MS Word, Excel, Power Point

ONLINE COURSES (UDEMY)

- Social Media Marketing Mastery
- Marketing Plan – Write The Perfect Plan

MELISSA SALAME MAZRAANI

Take on new challenges and evolve on a solid career path in a firmly established organization are my objectives, and that is in order to gain experience, develop my skills and creativity. Not to mention further pursuing academic and personal endeavors.

PROFESSIONAL EXPERIENCE

Les Affichages Picasso

Jan 2016 - Present

Billposting Administrative Coordinator

- Assisting the Billposting Manager in preparing Proposal Of Locations to clients.
- Generating audience measurement reports.
- GPS KMs calculations & general monitoring of the billposters' trips.
- In charge of the controller's daily schedule in order to get each campaign's professional pictures, within a short timeline.
- Providing admin backup support for other departments when needed. (Procurement, Labeling, Stock management...)
- Executing HR related admin tasks (Attendance, NSSF, Screening CVs...)

M&C Saatchi MENA

Dec 2013 – Dec 2015

Creative Operations Assistant - Project Manager

- Dispatching briefs to different creative teams & light presence during brainstorming sessions.
- Coordinating between the client servicing department & the creatives.
- Making sure all artworks are out on time based on project analysis, quick problem solving & constant follow ups to meet tight deadlines.
- Preparing quotations as per rate card & issuing POs.
- Contacting 3rd party suppliers from 3D animators, copywriters to stock libraries...in order to lock the best deals possible.
- Organizing photoshoots by insuring a smooth communication between the creative team & the photographer in terms of props & casts etc...

Freelance Artist/Painter

May 2015 – Present

What started as a hobby turned into a passion. Through a business profile on social media platforms, I can provide you with a hand painted, out-of-the-box gift idea for your occasion. From clothes to bags, shoes, hats & passport covers, I can go from customizing birthday themed gifts to events costumes.

EDUCATIONAL BACKGROUND

Public Relations and Advertising

2010-2013

Lebanese University – Faculty of Information & Documentation II

Science de la Vie

2009-2010

College du Sacre-coeur Gemayze

References furnished upon request

More about me...

Summarizing a couple of key points visible in my personality would be the ability to socialize & adapt to almost any environment while communicating with others. This inner character evolved with every summer job practiced, having to maintain constant public relations. Being class president for multiple years & the head of young community groups strengthened my personality & made it easier to be the designated “spokesperson” in multiple occasions.

I would like to share with you a couple of nice experiences I have encountered during my recent engagement in the Public Relations/Advertising field:

At Pikasso,

I was taught to think twice about the product & the targeted audience. Assisting in preparing Proposal Of Locations, being in charge of providing professional pictures to clients of their campaigns & acting as admin support for many departments (HR, Procurement & Sales) were all tasks that strengthened my communication/coordination skills. Not to mention the role I played in the company’s transition from one system to another.

My job at M&C SAATCHI MENA,

As a Creative Operations Assistant, or in other words a ‘Project Manager’, I was in charge of a portfolio of clients. Dispatching briefs to creative teams, following up on the job to meet tight deadlines, preparing quotations & constantly negotiating with 3rd party suppliers taught me to work under pressure & be a quick problem solver.

Freelancing as an artist, painting on clothes,

A few years ago, back when social media platforms haven’t yet boomed, I counted on word-of-mouth to boost my cartoonish canvas paintings. I was able to sell them amongst friends & neighbors, until my humble hobby turned into a passion & a part-time job. From jackets to tops, shoes, bags, hats, wallets...anything with a flat surface & a bit of space, can be customized for extra-ordinary gift ideas & personalized themes.



Adding value to your company & growing in expertise will be the main objectives set, should I get the opportunity to join your esteemed organization.

Melissa