

Nour HARB

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EDUCATION

Glion Institute of Higher Education Professional MBA International Hospitality and Service Industries	London Apr. 2017
Lebanese American University B.S in Business Management	Lebanon Dec. 2015
College Louise Wegmann High School Diploma: French Baccalaureate (Honors)	Lebanon Jun. 2012

WORK EXPERIENCE

Bouchra Consultancy Event coordinator and PR	Lebanon August 2018 – November 2019
<ul style="list-style-type: none">• Creating and presenting concepts based on client goals through mood boards, engagement ideas, entertainment and others• Preparing budgets and negotiating with suppliers to procure the materials• Leading meetings with graphic and interior designers for the creation of floor plans, visuals and 3D simulations• Preparing invite lists, designing and distributing invitations, and tracking RSVPs.• Identifying, assembling and organizing items to coordinate events successfully• Providing all social media support to promote and cover events and outreaching the press• Developing events schedules and assignments to delegate activities and cover all aspects• Preparing post event reports for clients• Event done for luxury brands in Lebanon and Jordan such as Diageo (Moët & Chandon, Veuve Clicquot), L'Oreal (NYX Professional Makeup, YSL, Lancôme), Nabil Issa Design, IXSIR Wine and more	
Hodema Junior consultant	Lebanon Sept. 2017 – June 2018
<ul style="list-style-type: none">• Conducting market and competition research for restaurants and hotels• Developing Food and Beverage (F&B), lodging and retail concepts• Preparing a detailed report and presenting it to clients• Participating in the strategic development phase of the projects by handling technical support such as finding suitable locations, hiring chef consultant, participating in food tasting sessions and other	
Layali Arz Tannourine- Music Festival Assistant manager	Lebanon Jul. 2016 & August 2017
<ul style="list-style-type: none">• Acting as the point of contact with the event planner, production, catering, lighting company and sponsors• Overseeing project implementation and timelines• Inviting, hosting and catering the VIP section	
Souk EL Akef Intern	Lebanon Jun. 2016 – Sept. 2016
<ul style="list-style-type: none">• Planning and implementing the set-up of the food court, decoration and staff uniforms• Managing operation with a focus on reducing queues and payment bottlenecks	
M&C Saatchi Intern (Brand Central Department)	Lebanon Jul. 2015 – Aug. 2015
<ul style="list-style-type: none">• Drafting and submitting briefs to the creative department related to the branding and leaflet of specific companies• Researching and collecting data to launch a health and fitness application	
Alfa Telecommunications Intern (Social Media)	Lebanon Jul. 2014 – Aug. 2014
<ul style="list-style-type: none">• Handling social media posts for the advertisements of new products and services offered by the company	
G. Tamer Holding Intern (Marketing Department)	Lebanon Jul. 2013 – Aug. 2013
<ul style="list-style-type: none">• Overseeing products displays and making sure they are in compliance with the company's requirements.• Conducting market study for a new soap product in order to identify competitors, price comparison and packaging	

IT SKILLS & OTHER INTERESTS

- **Languages:** Fluent in English, French and Arabic
- **Certificate:** The complete digital marketing course, Udemy, 2019
- **Computer:** Word, Excel and Power Point
- **Personal skills:** Communicational, Organizational and Leadership
- **Hobbies:** School team basketball captain, Photography