

Lea Bou Saab

CONTACT

Sin el Fil - Mount Lebanon
Dhour Shweir - Mount Lebanon

E-mail: lea.bousaab@gmail.com
Phone: +961-70580935

EDUCATION

MBA in Marketing of Services

2015 — 2017

Université Saint Joseph de Beyrouth (USJ) - Lebanon

Universite Francois Rabelais de Tour – France

BA-Business Administration

2011 — 2014

Université Saint Joseph de Beyrouth (USJ) - Lebanon

Lebanese Baccalaureate in Sociology and Economics

— 2011

Ecole Saint Cœur Bikfaya- Lebanon

WORKSHOPS & TRAINING

- Digital Marketing Private Course at Morgan International
- Digital Marketing Private Course at Google Digital Garage

WORK EXPERIENCE

Morgan International

2018 — Present

Operations Coordniator

- Answers and follows up on day to day operational requests of all offices.
- Ensures the implementation and compliance of operational policies, procedures and processes
- across offices.
- Liaises with the offices and alignment of schedules with general and operational guidelines.
- Communicates programs eligibility requirements and updates to all cities by providing
- ongoing and accurate support.
- Train new recruits on related products knowledge, ensures information is well acquired by training them on inquiries and practical cases. Keep the team informed and trained on all related content updates.
- Coordinates classroom management with the offices and ensures all related data is available.
- Produces statistical reports related to candidates such as attendance reports, homework, completion rates, passing rates and other customer service reports pertaining to candidates complaints and overall satisfaction.
- Coordinates and handles directly the communication between Morgan's course providers.
- Provides the marketing department with technical support. Monitors marketing collateral presentations, brochures, website content, and product descriptions; Ensures related details are
- accurate and updated.
- Follow up & answers international inquiries.
- Handles all the eCommerce sales.
- Initiates the marketing and sales activities for the International locations.
- Performs all other duties and tasks as required by Management.

Nec Plus Ultra

2016 — 2017

Marketing Coordinator

- Markets products by developing and implementing marketing and advertising campaigns.
- Tracks sales data, plans meetings, maintains databases, and prepares report.
- Workshop organization
- Social media management (Facebook..)

SGBL , Head Office

**November-December 2014 —
July-August 2013**

Internship

COMPUTER SKILLS

- Microsoft Office (Excel, PowerPoint, Word, Access)
- SPSS
- Tableau
- Web Explorer
- Outlook
- Google Ads
- Analytics
- Ads Manager

SOFT SKILLS

- Motivated & Dynamic
- Fast Learner
- Data entry and analysis
- Committed
- Flexibility
- Openness to new ideas

REFERENCES

References available upon request.