

# Pamela Doumit

Nationality: Lebanese  
DOB: 29/04/88

Shaile- Lebanon  
+961 3 529257  
pameladoumit@gmail.com

## EDUCATION

2015-Present

### **PhD in Information and Communication Sciences**

Sorbonne Nouvelle University  
Paris, France

2010-2013

### **MA in Media Studies**

Notre Dame University  
Zouk Mosbeh, Lebanon

- Emphasis in Advertising
- All course work completed Fall 2012
- Thesis presented and defended Fall 2013

2006-2010

### **BA in Advertising and Marketing**

Notre Dame University  
Zouk Mosbeh, Lebanon

1991-2006

### **French and Lebanese Baccalaureates**

Sainte Famille Française  
Jounieh, Lebanon

- Graduated with distinction

## WORK EXPERIENCE

Aug 2017- Present

### **Administrative Coordinator**

Professional Learning Center  
Zalka, Lebanon

- Perform general administrative and executive tasks to ensure organizational sustainability.

Oct 2015-Jun 2016

### **English Teacher**

Ecole Notre Dame Du Rocher  
Ajaltoun, Lebanon

- Teach English language for KG2 till grade 6 students

Oct 2006-Jun 2016

### **Private Lessons**

Lebanon

- Private lessons for advertising and marketing students
- Private lessons for grade1 till grade 8 students; both English and French educated

April 2014-July 2015

**Research and Training Developer**

Chainge Consulting Zouk, Lebanon

- Provide corporate, educational, and political consultancy and training

April 2013-March 2014

**Communications Specialist**

Comma Design Studio Kaslik, Lebanon

- Edit and coordinate the production of various advertising and marketing materials

Oct 2012-June 2013

**English Teacher**

College et Lycee Technique de l'Annonciation

Zouk Mikael, Lebanon

- Teach English language for grade 3 till grade 9 students

July1-Nov1 2011

**Creative Operations Assistant**

M&C Saatchi

Achrafiyeh, Lebanon

- In charge of regulating the amount and flow of work within the agency

2008-2010

**Executive Committee**

NDU Student Union

Zouk Mosbeh, Lebanon

- Participated in designing the electoral program and the events banners

Aug30-Sep30 2009

**Internship**

Grey Worldwide

Beit Mery, Lebanon

- Client Service, P&G: conducted market research, back translation, and competition monitoring.

Jun30-Dec19 2007

**Waitress**

George Farah

Kaslik, Lebanon

## SKILLS

- Creative and high interpersonal skills
- Strong analytical and organizational skills
- Problem - solving and leadership skills
- Fluent in English, Arabic, and French.
- Highly proficient in Microsoft Excel, Power Point, and word, Adobe Photoshop, Illustrator and Adobe Première

## INTERESTS AND EXTRACURRICULAR ACTIVITIES

- Have a first aid and CPR certificate from Paris 7
- Previous member of MEIRSS research center
- Previous member of MEJ (Mouvement Eucharistique des Jeunes) for 8 years
- Event Planning: participated in the organization of Extreme Day 2008 and Miss NDU 2009
- Travelling and socializing

References Available Upon Request