

# MARYAM SWEID

## PERSONALITY HIGHLIGHTS

- Cheerful disposition
- Neat and well-organized
- Motivated by problem solving
- Independent worker
- Works well with deadlines
- Collaborative and efficient

## CONTACT DETAILS

**Address:**  
Beirut, Lebanon

**Phone Number:**  
+961-71366212

**E-mail Address:**  
maryam.sweid@gmail.com

**Social Media:**  
**Instagram:**  
instagram.com/maryamsweid

**Facebook:** <https://www.facebook.com/profile.php?id=568206649>

## BASIC INFORMATION

I aim on attaining a position in a work environment where I can practice my skills effectively and ethically in favor of maximizing the firm's overall performance. I believe my addition to a firm in its Media and Corporate communications aspects will contribute to both propelling the company's growth and experiencing advancement on a corporate and personal level in parallel.

## EDUCATION

**Lebanese University - Beirut, Lebanon - From 10/2015**  
**Masters in Corporate Communication**

**Haigazian University - Beirut, Lebanon**  
**Completed 5 courses towards a Diploma in Educational Leadership.**

**Courses: Leading with Emotional intelligence.**

**Human Resources in Educational Institutions**  
**Building Effective Teams**  
**Assessment of Instruction**  
**Communication Leadership**

**Lebanese University - Beirut, Lebanon -From 9/2012 to 6/2015**  
**Bachelor's Degree in Public Relation and Advertising from the Faculty of Information**

## PROFESSIONAL EXPERIENCE

**Digital Media Specialist at the Ministry of Finance**  
**Communication Focal Point between UNDP and the Minister of Finance.**

**Employee at the Ministry of Information (National News Agency - Social Media Department)**  
• **Communication and Social Media Specialist - News Editor (Officially launched the Social Media Office).**

**Lebanese American University**  
**Participated in the Media and Digital Literacy Academy in Beirut (MDLAB17) As a Social Media specialist and translator. 2017 - Beirut, Lebanon.**

**Social Media and Traditional Media Campaigner.**  
**- Alofix (Maintenance and Contracting Company)**

## PROFESSIONAL EXPERIENCE

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Conference organizer and Social Media events coverage

- At the National News Agency International conference "Media Spreading Civilizations and Connecting Dialogues".
- At MENEHRA (Middle East and North Africa Harm Reduction Association)

## TRAINING AND CERTIFICATION

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**\*Advanced Social Media Workshop\***

Certificate from AMIDEAST (America - Mideast Educational and Training Services, Inc.)

**"Digital Marketing Tools for Media Creators Training"**

Certificate from British Embassy Beirut teaming with Maharat and Samir Kassir Foundation.

4 and 5 March - Beirut, Lebanon

Media and Digital Literacy certificate from the Media and Digital Literacy Academy of Beirut (MDLAB15) - American University of Beirut.

Beirut, Lebanon - 2015

Middle East and North Africa Harm Reduction Association (MENAHR) Beirut, Lebanon

Position held: Volunteer in 2013

- Participated in the 2nd Regional Conference On Harm Reduction (2013)

Position held: Trainee (Media and Social Media Coverage)

- Participated in the 3rd Regional Conference on Harm Reduction (2017).

Lebanese Host Communities Project (LHSP) training with UNDP.

Positive Outdoor Media (Pomedia) 11/2014 till 1/2015

Position Held: Trainee

- Social Media Marketing
- Participated in several projects

## **SKILLS**

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**Communications and Writing skills.**

**Computer skills.**

**Social Media Analytical skills.**

**Social Media Strategy planning**

**LANGUAGES: Fluent in English, Arabic with basic knowledge in French (writing, reading and speaking)**