

AREEJ ZAFRAN

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Objective: Seeking a job position at Beirut Digital District as a marketing and communication coordinator to make use of my interpersonal skills and vibrantly power innovation in Lebanon.

EXPERIENCE

SEPTEMBER 2019 – DECEMBER 2019 (BEIRUT, LEBANON)

RESEARCH MANAGER AND COORDINATOR, HOPE FOR HELPERS

- Developed my creativity to make improvements to the way things are done.
- Stayed on top of my own deadlines.
- Equipped to use a logical process to figure things out.

JULY 2019 - AUGUST 2019 (BEIRUT – LEBANON)

INTERNSHIP, OMNICOM MEDIA GROUP (OMG)

- Dealt with Google, Facebook, and Instagram ads of different clients.
- Took courses on Google marketing platforms and Facebook blueprint.
- Worked in teams with different departments at the workplace.

JULY 2019– AUGUST 2019 (BEIRUT – LEBANON)

INTERNSHIP, BANQUE DU LIBAN

- Assisted with professional trainers.
- Allowed me to have an inside look on the day to day operations of the different departments in the bank.
- Developed my knowledge on the Finance and Economic level.

EDUCATION

SEPTEMBER 2016 – JUNE 2020 (EXPECTED GRADUATION) (BEIRUT - LEBANON)

BUSINESS ADMINISTRATION EMPHASIS IN ADVERTISING AND COMMUNICATION, HAIGAZIAN UNIVERSITY

Distinctive Major courses include: Marketing E-commerce, Integrated Marketing Communication, Consumer Communication and the Public, Entrepreneurial Marketing and Consumer Behavior.

SEPTEMBER 2009 – JUNE 2016 (BEIRUT – LEBANON)

LEBANESE BACCALURETTE IN ECONOMICS AND SOCIOLOGY, BEIRUT BAPTIST SCHOOL (BBS)

SKILLS

- Computer: Efficient with Microsoft Word, Excel, PowerPoint, Database and Outlook.
- Languages: Arabic and English (Excellent).
- Soft: Communication, Team Building, Time Management, Attention to Detail.
- Other: Photography, Photoshop and Illustrator.

CERTIFICATES

SEPTEMBER 2019 (BEIRUT, LEBANON)

MAHARAT MIN GOOGLE, LEBANESE AMERICAN UNIVERSITY

- Exposed to online opportunities and search engine optimization for startups and entrepreneurs
- Dealt with Google Ads platforms (display network and search ads network)

MARCH 2019 - MAY 2019 (BEIRUT, LEBANON)

PHOTOSHOP AND ILLUSTRATOR SESSIONS, HAIGAZIAN UNIVERSITY

- Developed creativity (think out of the box).
- Worked on creating a poster for kids as a final project.

DECEMBER 2016 – JANUARY 2016 (BEIRUT, LEBANON)

PHOTOSHOP SESSIONS, HAIGAZIAN UNIVERSITY

- Dealt with beginner courses.
- Acquainted editing photos.

SEPTEMBER 2015 – DECEMBER 2015 (BEIRUT, LEBANON)

PUBLIC RELATIONS DEPARTMENT, INJAZ COMPETITION

- Enhanced presentation and communication skills.
- Worked on a project as an entrepreneurial.

VOLUNTEER WORK

DECEMBER 2017 – PRESENT (BEIRUT, LEBANON)

A VOLUNTEER MEMBER, RED CROSS

- Taught me commitment.
- Developed teamwork spirit.
- Attended several trainings (HVP, Environment, Youth..)