

Tayma Adra

Citizenship: Lebanese
Date of birth: September, 22, 1991
Status: Married

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Profile:
<p>- Objective Seeking a Product Manager / Marketing Specialist position for a growing respectable company where I can integrate modern strategies to develop and expand existing customer sales, brand and product evolution, and media endorsement.</p>

Education:	
May 2014	Lebanese Ministry of Health’s License to practice Medical Laboratory Profession. (Colloquium)
2009 to 2013	Bachelor in Biomedical Sciences (English) Lebanese International University “LIU” (Tripoli, Lebanon)
2006 to 2009	Lebanese Baccalaureate II in Life Science Haddadin High School for Girls (Tripoli, Lebanon)

Key Skills:
<ul style="list-style-type: none">- Good and detailed informative skills. Ability to learn and implement new strategies and techniques.- Excellent persuasion and sales skills. Ability to shed the light over the advantages of particularly any product of a company's choice to increase the buyer's interests.- Ability to work within a deadline and towards an achievable and upgraded target.- Excellent Written and Verbal Communication Skills- Fast learner.- Easily adaptable with varying work environments and surroundings.- Good problem solving skills within new creative and improving solutions.- Honesty, Dedication, and ability to blend in and work within a team.

Work Experience:

Feel22.com

(Beirut, Lebanon)

**March 2019 –
Current**

Position: Associate Product Manager

- ✓ Responsible for delivering a refined, smooth and ultimate e-commerce product experience for the end user.
- ✓ Perfect product ecommerce listing in an ultimate way to enhance turnover over each product.
- ✓ Enhancing the website overall look, to keep up to date with the ongoing marketing campaigns, big moments teasers and reveals, and enhance the end user experience in addition to strategic entity placement to enhance sales over selected promoted products.
- ✓ Working with clients to ensure online catalogs updating with available items, items on sale or new releases.
- ✓ Providing management and clients with regular analytics including product performance and suggestions to improve overall sales.
- ✓ Actively working to meet the company's sales targets during big year moments in the market.
- ✓ Working along with the developing team across all platforms (website, app, etc) to provide the best user experience, as well to improve conversion rates.
- ✓ Providing regular insights and feedback to management on campaigns effects on sales as well as providing plans for upcoming campaigns.
- ✓ Briefing the team (Operations, Customer Service, and Marketing) on new promotions, offers, releases or platform updates to ensure a smooth workflow.
- ✓ Working on Brand Store Integration into the website to improve end user experience and increase turnover.

The Vitamin Center Co.

(Tripoli, Lebanon)

**Feb2015 –
Feb 2019**

Position: Sales Clerk/Advisor/Manager

- ✓ Responsible for the entire main Branch of a local supplements distributing company
- ✓ Working with the team to assemble and provide the best trendy supplements offers for the customers
- ✓ Working with regular and new clients, through advising and providing the suitable supplement product according to their needs
- ✓ Targeting the company's highest sales statistics
- ✓ Following up with the clients for weight gain/loss, muscle mass improvements and fat % measurement.
- ✓ Organizing and driving all online orders or requests
- ✓ Responsible for the company's Social Media appearances and organizing posts & future sales campaigns
- ✓ Answering calls, emails, and requests from wholesale and retail customers and providing them with fastest service possible
- ✓ Organizing and taking part in new possible employees interviews and training them for future jobs within the company
- ✓ Following up on coworkers and other sales clerks or designers or advisors within the company to ensure work team is working simultaneously and in harmony to best benefit the company.

Tripoli Medical Center for Laboratory Analysis

(Tripoli, Lebanon)

**March to June
2013**

Position: Intern

- ✓ Learning Specialized Laboratory testing techniques.
- ✓ Several weeks in each department of: Hematology, Serology, Biochemistry, Parasitology and Bacteriology, & Phlebotomy acquiring practical skills under authorized supervisors of the Lab.

Nini Hospital Medical Laboratory

(Tripoli, Lebanon)

**July to September
2013**

Position: Intern

- ✓ Learning Specialized Hospital Laboratory testing techniques.
- ✓ All Lab departments' routine practice to acquire practical skills under authorized supervisors and doctors of the Lab.
- ✓ Training to develop representative skills and improving communication methods with patients, hospital employees and regular people.

Reine-Pharm Pharmaceutical Warehouse

(Ras Maska, Tripoli, Lebanon)

**September to
October 2013**

Position: Assistant

- ✓ Organizing Shelves and Stocks.
- ✓ Making Pharmacy orders of medicines and pharmacy supplies.
- ✓ Improving knowledge about Pharmaceutical companies, medical uses of each drug, business and trade interrelationships and delivering orders.

Private Tutoring

- ✓ Elementary & High School students.
- ✓ Explaining and teaching private students with various courses and primarily Biology, Chemistry and English.

Languages:

Arabic (native)

English (fluent)

Activities and Interests:

Office/ PC skills: Proficient in Shopify, Microsoft Office (Word, Power Point, Excel), Omega. Basic Photoshop, CorelDraw.

Hobbies: Blogging, researching, reading, keeping up with the latest Scientific breakthroughs.

Sports: Weight Lifting, Jogging.

All references are available upon request