



# Mariana El Hajj

## Logistics & Office Coordinator

Experienced Logistics Coordinator. Skilled in Negotiation, Microsoft Word and Corporate Communications. Strong administrative professional with a Bachelor's degree focused in Public Relations, Advertising, and Applied Communication from Lebanese University - Faculty of Journalism.



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Beirut, Lebanon



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## SKILLS

MS Office

Adobe

Outlook

Negotiation

Project & Events  
Planning

Time management

Communication skills

Positive attitude

## LANGUAGES

English

*Native or Bilingual Proficiency*

Arabic

*Native or Bilingual Proficiency*

French

*Full Professional Proficiency*

## INTERESTS

Volunteer  
Work/Community  
Involvement

Drawing, sketching and  
painting.

Cooking and baking.

## WORK EXPERIENCE

### Logistics & Office Coordinator

#### MIT Enterprise Forum Pan Arab Region

12/2016 – Present

Beirut Digital District - 1281 Building - 2nd Floor

*An avid enabler of entrepreneurship and innovation targeting 21 countries of the Arab region.*

##### Achievements/Tasks

- Assigned events all over the MENA region in regards to venues booking, staff travel coordination, and events' material organization
- Followed-up with venue representatives about details and needs of each event provides all on-site requirements and coordinated all pre-event requests
- Contacted staffing agencies, negotiated costs and verified contracts
- Coordinated with Suppliers and handled bookings and payments when the Event Manager or Logistics Manager is not available
- Charged of the travel planning and accommodation booking for all traveling staff members
- Assisted with all necessary visa requirements for traveling staff members
- Prepared, printed and organized all event-related documents
- Coordinated and followed-up event materials between all travelers for all events
- Maintained a list of venues, contractors, AV, exhibition construction, printing, food & beverage, transportation, and other suppliers in target markets for any upcoming event
- Provided detailed and clear briefings prior to the start of events, ensured the whole team has all the information they require and fully understand the objectives and standards for that

*Contact: Nathalie Akilian - Phone Number available upon request –  
Human Resources & Logistics Manager at MIT Enterprise Forum Pan Arab Region*

### Human Resources Officer

#### Tamer Frères SAL

04/2015 – 11/2016

Mount Lebanon, Sin el fil

*A modern vibrant company with diversified investments and a past steeped success and triumph.*

##### Achievements/Tasks

- Worked closely with various departments, increasingly in a consultancy role, assisted line managers to understand and implement policies and procedures
- Promoted equality and diversity as part of the culture of the company
- Liaised with a range of people involved in policy areas such as staff performance and health and safety
- Recruited staff, which involves developing job descriptions and person specifications
- Prepared job adverts, checked application forms, shortlisted, interviewed and selected candidates
- Advised on pay and other remuneration issues, included promotion and benefits
- Undertake regular salary reviews, administered payroll and maintains employee records

## WORK EXPERIENCE

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### Telemarketing Executive

MONEY SAL

02/2014 – 03/2015

Mount Lebanon, Sin El fil

Founded in 2012, MONEY has been the go-to financial companion for more than 50,000 people in Lebanon.

#### Achievements/Tasks

- Advised present or prospective customers by answering incoming calls on a rotating basis
- Operated telephone equipment, automatic dialing systems, and other telecommunications technologies
- Influenced customers to buy or retain product or service by following a prepared script to give product reference information
- Maintained operations by following policies and procedures; reported needed changes
- Maintained technical knowledge by attending educational workshops; reviewing publications
- Contributed to team effort by accomplishing related results as needed

## EDUCATION

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### Bachelor Degree in Public Relations & Advertising

Lebanese University - Faculty of Journalism

10/2012 – 06/2015

Lebanon

## CERTIFICATES

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Digital communication: Strategy & Implementation (02/2018)

Managing Partner head of Digital unit at Com fu

Everyone communicates, Few connect (11/2017)

Managing director at MCA people solutions

Certificate of Participation (07/2014)

GC LAU Model United Nations

## ACHIEVEMENTS

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British Council - English Placement Test (02/2018)

Grades by Aptis, linked to the Common European Framework of Reference for Languages (CEFR) Grammar and Vocabulary: 42/50 - Listening: 40/50 - Reading: 42/50 - Speaking: 45/50 - Writing: 48/50

Internship as a Recruitment Officer - ABC Head Offices (2012 – 2013)