

# Sylvana Muttran

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*I'm a very motivated person, I love what I do which makes me a very quick learner and helps me excel. I consider myself to be a good team leader; I abide by my company's policies and rule.*

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## Professional Experience

### FIDO COMMUNICATIONS - DORA

Graphic Designer | Social Media Manager / Ecommerce Manager April 2019 – Present

- Manage and oversee social media accounts
- Content & campaign strategy creation
- Increase sales & brand awareness
- Design social media graphics for daily postings
- Graphic design Catalogues, Branding
- Creating & Designing a website on Shopify using a ready template
- Ecommerce management
- Oversee the company's online sales

### ACTIVE WEB ME - SODECO

Social Media Manager, Email hosting & Domains Support 2013 – Present

- Community management on social media platforms including Facebook, and Instagram.
- Designing all visuals for the calendars.
- Weekly & monthly calendars.
- Monthly reports.
- Creating Campaigns & Advertisements.
- Content strategies & new content optimizations.
- Online giveaways & competitions.
- Creating domain names.
- Creating emails and supporting the clients with the configurations.

## **LAMASAT MAGAZINE – SAD EL BOUCHRIEH**

Social Media Coordinator, 2012-2013

- Assisted the marketing team with developing and implementing social media strategies
- Maintained strong social media and brand presence across Twitter, Facebook, and Instagram platforms.
- Responsible for customer support (Replying to Comments and messages).

## **EDUCATION**

### **Information Technology and Computing (IT) – Arab Open University.**

- *Completed one year and half*

### **Graphic Design – London academy of professional training.**

- *Earned a certificate*

### **Social Media Marketing – Amideast**

- *Earned a certificate*

## **ADDITIONAL SKILLS**

- Computer & Internet (Microsoft Office: Word, Excel, Power Point, and outlook).
- Google AdSense and Google AdWords & Small Knowledge in SEO
- Adobe Photoshop, Illustrator, Shopify CMS, WordPress CMS
- Beginner in After Effects and InDesign