

KindaDarwish

May 9, 1993 Lebanese John Kennedy St. Ras-Beirut, Lebanon

EDUCATION

Feb 2018 – Jan 2019

GLION INSTITUTE OF HIGHER EDUCATION – London, UK

- + Msc in International Hospitality Business

Sep 2011 – May 2015

AMERICAN UNIVERSITY OF BEIRUT – Beirut, Lebanon

- + BA in English Literature
- + Diploma in Media and Communications
- + Diploma in Teaching Elementary Education (*Earned Teaching Excellence Award*)
- + Cumulative GPA: 3.38 (*Dean's Honor Roll for two semesters*)

Sep 2008 – Jun 2011

INTERNATIONAL COLLEGE – Beirut, Lebanon

- + Lebanese Baccalaureate in Economics and Science

EMPLOYMENT

Feb 2020 – Mar 2020

THE LITTLE DOOR AND CO. – Project Manager – London, UK

- + Project managed the opening of their third Bar & Restaurant – The Little Orange Door
- + Coordinated and followed up with timelines, schedules, tasks, and deadlines with all departments
- + Collaborated with departments to compile list of equipment, crockery, bar utensils; followed and maintained a budget when ordering
- + Set up accounts with various food and beverage suppliers
- + Assessed quotes for several maintenance services and providers to determine ideal choice
- + Provided support to all departments

Mar 2019 – Aug 2019

THE LITTLE DOOR AND CO. – Sales, Marketing and Operations Intern – London, UK

- + Assisted with reservations requests, followed up with booking inquiries, presented and set up the venue for potential clients to view
- + Helped organize and execute events planned by the wider marketing team
- + Performed competitor research and market analysis for the latest offers, events and menus
- + Worked several operation shifts, from waitressing to bartending to hosting, covering various service hours (brunch, dinner, private parties and weekend night shifts)
- + Supported the core team with a second venue opening – The Little Yellow Door; planned and executed opening parties with Marketing team, set up venue for service with the Operations team

Sep 2017 – Dec 2017

N4TC (NASRI FOR TOURIST CONSULTANCY) – Project Manager Intern –Beirut, Lebanon

- + Joined a team of young and dynamic project managers and was involved in managing several restaurant projects including; research, competition analysis, risk management, and cost control
- + Became involved in the franchising of a Lebanese concept restaurant overseas

May 2017 – Present

PAWS, PALS & PLANTS – Founder –Beirut, Lebanon

- + Founded a small pet business that includes house sitting, pet sitting, and plant sitting
- + Built a portfolio of clients who frequently seek out pet services including dog walking, taking pets to the vet, grooming pets, and looking after pets while their owners are busy or away

Nov 2015 – Nov 2016

IMPACT BBDO – English Copywriter –Beirut, Lebanon

- + Developed creative ideas and concepts with art department
- + Wrote clear, persuasive, and creative copy, slogans, and scripts
- + Edited, proofread, and fine-tuned text

August 2015

WEDDINGS 4 LIFE – Event Management Intern –Beirut, Lebanon

- + Met with clients and produced detailed mood boards and proposals for events
- + Secured and booked all relevant factors of event
- + Composed emails, maintained and organized filing system, followed up with tasks, coordinated with suppliers

June 2015

PUBLICIS GROUPE – Junior Copywriter Intern –Beirut, Lebanon

- + Produced content for websites, advertisements, and radio
- + Edited and fine-tuned texts
- + Generated ideas as part of the creative process and planned successful campaigns

EXPERIENCE

2014

AUB OUTDOORS – Secretary –Beirut, Lebanon

Biggest student organized event in the MENA region with over 22,000 attendees

- + Selected to be part of the core cabinet from over 50 applicants
- + Planned a record breaking event with a 10% attendance increase from previous years
- + Managed and communicated with over 600 members
- + Organized and followed up with meetings, deadlines, procedures, and projects

2012 – 2015

AUB DRAMA CLUB – Secretary 3 yrs., President 1 yr. –Beirut, Lebanon

- + Lead the Drama Club on a successful year, including a theater production, a Valentine's day stand, and a fundraiser to buy Christmas presents for refugees
- + Coordinated meetings with members and among the cabinet, recorded minutes of meetings, followed up with tasks, managed productions, organized events

2011 – 2016

THEATER – Producer, Stage Manager, Light Designer, Light Operator, Set Construction –Beirut, Lebanon

- + The 39 Steps, Breakfast Club, Exit the King (x2), Sweeny Todd, Inferno, Dante's Inferno, Machinal, Moulin Rouge, The Prophet's Anonym, Mount Purgatory

2012 – 2015

FILM – Production Manager, Line Producer, Art Crew –Beirut, Lebanon

- + Room 534, Enceladus, Ayzabel