

Mariam El-Hadchity



PUBLIC RELATIONS AND ADVERTISING

Personal Information

Phone

+96170555562

E-mail

hadchitymariam@gmail.com

Citizenship

Lebanese

Soft Skills

Communicator

Planner

Collaborator

Motivational Leader



PROFESSIONAL EXPERIENCE

2016 – 2017

Sales Manager

Dar Al Farasha

Responsibilities:

- Interviewing big supermarkets such as Fahed Supermarket and Le Charcutier Aoun
- Reaching contracts with big supermarkets

2013 – 2016

Service Advisor

Saad & Trad Sal – Jaguar Company, Jisr El Wati, Sin El Fil

Responsibilities:

- Preparing files and bills
- Writing reports
- Supervising workers
- Handling relations with local and foreign customers

2012 – 2013

Art Director

Creation TV, Chiyah

Responsibilities:

- Training

2011 – 2012

Executive Secretary

Rami Real Estate Office, Mansourieh

Responsibilities:

- Preparing files
- Writing reports
- Handling calls to contact employees and customers

2010 – 2011

Translator

Daher Legal Translation Center

Responsibilities:

- Translating legal documents such as contracts and provisions
- Proofreading

2008 – 2009

Sales and Public Relations Manager

Samer Lorenzo Hatahet (Haute-Couture), Baabda

Responsibilities:

- Organizing events
- Setting up press conferences

2006 – 2007

Salesperson

Librex Librex Group Sal, Zalka

Responsibilities:

- Interviewing customers

- Marketing products such as Ruby (professional ironing system)

2004 – 2006

Teacher

Private lessons for students in elementary, middle and high school

Responsibilities:

- Reviewing lessons
- Helping in projects and homework
- Preparing students for exams
- Teaching languages such as Arabic, English and French
- Teaching sciences such as biology, chemistry and physics



EDUCATION

2011 – 2012

Lebanese University - Doctoral School of Literature, Humanities & Social Sciences, Horch Tabet, Lebanon.

- PHD in Public Relations and Advertising
- Preparing the dissertation
- Attending conferences

2009 – 2010

Lebanese University - Doctoral School of Literature, Humanities & Social Sciences, Horch Tabet, Lebanon.

- Master -II- in Public Relations and Advertising

2008 – 2009

Lebanese University – Faculty of Information and Documentation, Fanar, Lebanon

- Master -I- in Public Relations and Advertising
- Taking courses in Spanish

2005 – 2008

Lebanese University – Faculty of Information and Documentation, Fanar, Lebanon

- Bachelor's Degree in Public Relations and Advertising

2004 – 2006

American Center

- English Courses
- Information Technology Courses (Computer Skills)

2002 – 2004

Lebanese University - Faculty of sciences, Fanar, Lebanon

- Medicine

1987 – 2002

Collège Notre Dame des Apôtres, New Raouda, Lebanon

- Lebanese Baccalaureate, Life Sciences Branch