

Mira Nader

Nationality: Lebanese;
DOB: 22 July 1998;
Email: miranaders@hotmail.com;
Phone Number: +961 71 843 857

EDUCATION

Digital Marketing Institute (DMI), Morgan International

May 2020 – Present

- Certified digital marketing professional, CDMP

Université Saint Joseph, Huvelin Street, Achrafieh

September 2016 – 2019

- Bachelor of Business Administration and Management

Collège des Soeurs des Saints-Coeurs, Bauchrieh

Graduated in 2016

- Lebanese Baccalaureate, Life Science

WORK EXPERIENCE AND INTERNSHIPS

- **February 2020 – June 2020:** Front desk administrator at Tower 2030, Achrafieh
- **July 2019 – February 2020:** Salesperson at Huile Du N'or, Zalka
- **April 2019 – February 2020:** Hostess with multiple agencies namely Select and Eleganza
- **July 2018 – September 2018:** Marketing **Intern** at Société Générale de Banque au Liban SAL
- **July 2017 – September 2017:** Pharmacy Assistant at Hotel Dieu de France Pharmacy

VOLUNTEERING ACTIVITIES

- Volunteer with Himaya to help and assist refugees' kids in Zahle.
- Volunteer for several months in various retirement homes and orphanages such as Dar al Riaya al Marouni, nursing home in Forn al Chebbak.
- Enrolled in all extracurricular activities at the school such as helping families in need for the "24 heures famine" project and assisting the Deaf and Speechless association, visiting women's prison in Baabda and teenage rehabilitation center.

SKILLS AND INTERESTS

- **Soft Skills:** Presentation skills, communication, conflict resolution, creative thinking, persuasion, quick learner, team player, detail-oriented, active listening.
- **Computer Skills:** Microsoft Office (Word, Power Point, Excel, Outlook), Research.
- **Languages:** Fluent in English, French and Arabic.
- **Interests:** Social media, photography, writing, reading, music, acting.

PROJECTS AND ACHIEVEMENTS

- Creation of idea and prototype application for the Innovation and Entrepreneurship course, 2018.
- Creation of a tourism blog about the top places to visit in Lebanon in the summer of 2018.
- Participation in the "Institut de Formation IDF" for communication and leadership skills development, 2016.
- Participation in a Mediation Workshop for the art of resolving conflict through the use of specialized communication and negotiation techniques (2016).
- Sat for the University of Cambridge's yearly English language assessment (2011-2016).

Support documents are available upon request.