



# Nour El-Fata

## Social Media Intern



Beirut, Lebanon



(961) 3 01 04 05



elfatanour@gmail.com

## EXTRA-CURRICULARS

### Team leader and Winner of Injaz Innovation Camp

Mar. 2018

- Participated in a workshop organized by Injaz, sponsored by Fattal and Citi Foundation
- Provided a feasible solution to the E-commerce competition Fattal was facing in a team of 5 people

### AUB New Student Orientation Program

Aug. 2017

- Led and guided a group of new students for a campus tour

### Lebanese Scout Association

Aug. 2008 – May 2015

- Led a group of 15 scouts
- Organized camps, events and activities
- Coordinated with other troop leaders, suppliers and safety guides
- Prepared and organized a weekly schedule

## CERTIFICATIONS

### Ads Manager



### LinkedIn Learning



## VOLUNTEER ACTIVITIES

Red Cross Training

Fundraising Activities

Beach Cleaning

Arc-En-Ciel Volunteering Program

## LANGUAGES

**English** – Full working proficiency

**French** – Full working proficiency

**Arabic** - Native

## EDUCATION

### American University of Beirut (AUB)

Sep. 2016 – Jun. 2019

### Bachelor of Business Administration (BBA), Emphasis in Marketing

#### - Courses:

- o Digital Luxury Marketing
- o Consumer Experience Design
- o Customer Behavior
- o Digital Social Media Management
- o Retail and Merchandising Marketing

### Collège Protestant Français

Sep. 2001 – Jun. 2016

### French Baccalaureate – Sociology and Economics

## WORK EXPERIENCE

### Publicis Groupe – Performics

Feb. 2021 – Present

#### Social Media Intern

- Learning how to create and set up Ads on several social media platforms
- Assisting in the development of online marketing campaigns effectively driving brand awareness, engagement, and traffic to social media pages
- Basic understanding of social media performance indicators and metrics

### Bank Audi

Nov. 2019 – Jan. 2021

#### Junior Personal Banker

- Explained, advised on and promoted bank products and services to customers
- Performed specialized tasks such as preparing cashier's checks, personal money transfer orders, and exchanging foreign currency
- Received and verified loan payments, mortgage payments and utility bill payments
- Recorded all transactions promptly, accurately and in compliance with bank procedures

### Halwany Consumer Products (HCP)

Aug. – Sep. 2019

#### Intern – HR Department

- Assisted in the recruitment process: updated DataBase, contacted candidates, assisted in the interviews and prepared inductions
- Assisted in other projects managed by HR such as fleet management

### Banque Du Liban (BDL)

Jul. – Aug. 2018

#### Intern

Rotation and exposure to the whole Lebanese banking industry

### Bank Audi

May – Jun. 2018

#### Intern – Retail and Customer Service Department

Briefed new customers and marketed the bank's services and product offerings, requirements and overall process

## SKILLS

### Technical Skills

Thomson Reuters Eikon, Microsoft Office (Excel, Word, PowerPoint), Geogebra, AlgoBox

### Interpersonal Skills

Leadership, Communication, Team Building, Organizational, Teamwork, Eye for Detail