

LYNN SIDANI

Beirut, Lebanon

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[LinkedIn](#)

PROFILE

Holder of a double emphasis bachelor's degree in Management and Information Technology Management, graduated with Honors.

Experienced in diversified industries, with a good understanding of technological concepts.

Ranked top 1% in CAPSIM Business Simulation.

EXPERIENCE

FROM 10/2020 TO CURRENT

ADMIN ASSISTANT, RISE HOLDING GROUP

- Updated the company portfolio presentation.
- Conducted online research campaigns.
- Worked alongside designers to assess marketing campaigns.

FROM 01/2020 TO 07/2020

MARKETING ASSISTANT, LAU FOUAD MAKHZOUMI INNOVATION CENTER

- Grew the social media pages (Instagram, Facebook).
- Updated the "Brand Yearly Review" presentation for the workshops.
- Created, managed, and edited content for online usage (photos, videos).

FROM 09/2015 TO 05/2020

VOLUNTEER TEACHER, MMKN UNITED EDUCATION SUPPORT PROGRAM

- Aided public school students with their homework in different subjects.
- Developed student's emotional intelligence.

FROM 10/2019 TO 02/2020

MARKETING HEAD COORDINATOR, LAU HULT PRIZE

- Designed posters.
- Contacted sponsors and met with them.
- Created a new social media strategy for LAU HULT PRIZE's social media platforms.

FROM 09/2015 TO 12/2019

STUDENT ASSISTANT, LAU STRATCOM

- Assisted in office work.
- Transcribed and translated documents.

FROM 06/2019 TO 08/2019

IT SECURITY ASSISTANT, AM BANK

- Aided in drafting policies.
- Monitored cyber-attacks.

FROM 06/2018 TO 08/2018

HR ASSISTANT, INTERNATIONAL COMPUTER & COMMUNICATION SYSTEMS (ICC)

- Helped conduct interviews.
 - Reviewed Employees' Attendance Records.
 - Assisted in office work.
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EDUCATION

01-2020

BACHELOR OF BUSINESS, LEBANESE AMERICAN UNIVERSITY (LAU)

Concentration: Management and Information Technology Management
With Distinction

01-2015

LEBANESE BACCALAUREATE, HARIRI HIGHSCHOOL II

Concentration: Economic Sciences

SKILLS

- System analysis and design including stakeholder requirement analysis and UML design.
- Data Analytics using SPSS, R, Tableau.
- Business Process Development
- Social Media Management
- Visual Basic VB.NET
- SQL
- HTML- CSS
- Java Script
- Project Management
- Microsoft Office Suite
- Microsoft Access
- Adobe Illustrator
- Adobe Photoshop

LANGUAGES

- Fluent in English written, read and spoken
- Fluent in Arabic written, read, and spoken