

# MYRIAM EL TURK



## PROFILE

I am a sales and marketing executive with a passion for marketing and public relations, and an extensive experience in client servicing and communication. People oriented with strong communication and marketing skills, currently looking for a new challenging opportunity in the marketing field.



## WORK EXPERIENCE

### Sales Executive and Marketing Coordinator

Nov. 2014 - current date

PREMIUM PARTNERS INTL.

Verdun, Beirut, Lebanon

*Premium Partners are a leading marketing and indirect spend solution providers offering a range of tools to facilitate worldwide sourcing & delivery of indirect material and marketing tools.*

- Account management: forms documentation and reporting, work closely with Sales manager to maintain and grow accounts
- Direct contact with existing and potential clients (calls and visits)
- Liaising between team members and suppliers to ensure timely delivery of the products and projects
- Follow up on the production of marketing/ promotion material with the designers (artwork, samples...)
- Negotiate with suppliers to close the deals
- Promote products and services of the company through social media platforms and marketing strategies to drive sales and increase the products awareness
- Source and recommend new products
- Prepare monthly newsletter to promote the company's products and services
- Identify target audiences, potential clients and evaluate current industry trends
- Communicate the progress of the projects through weekly reports and presentations

### Analyst controller

Sept. 2012 – Oct.2013

BANK LIBANO-FRANCAISE

Hamra, Lebanon

*Banque Libano-Francaise is one of the leading banks in the Lebanese market offering various banking services*

- Retail loans approval
- Documents validation
- Weekly declaration for BDL

## PERSONAL



Myriam Walid El-Turk



25.10.1990



Lebanon

## CONTACT



00961 (3) 97 29 69



[myriamturk@gmail.com](mailto:myriamturk@gmail.com)



Ras el Nabeh, Beirut,  
Lebanon



LANGUAGES

ARABIC	Native
ENGLISH	Fluently written and spoken
FRENCH	Fluently written and spoken
Italian	Fairly written and spoken



HOBBIES & Interests



TRAININGS

FORTUNE PROMO SEVEN  
Sodeco, Lebanon

Mar. 2012 – May 2012

Fortune Promo Seven is a provider of media services and event planning with a wide clients portfolio

- Plan and execute PR events and campaigns for the clients by preparing the content
- Ensure the contact with the media for the event coverage
- Prepare press releases and media content to be shared with the TV stations, radio, etc..
- Follow up with media to ensure that all marketing material is being posted on time
- Attend clients events and ensure their success
- Preparation of marketing presentations upon client request

Future TV  
Spears Beirut

Jan. 2011 – April 2011

Trainee in the promotions department

- Prepare promotions for TV programs
- Write and record VO for promotions



Other experiences & Certificates

Researcher in a study about child labor in North Lebanon and Bekaa for the ILO (International Labor Organization) in collaboration with USJ : filling surveys with children and employers, participating in revealing the results for the study.	2011
Participating in the Adaptation of a web story to a documentary film at USJ	2010
Language certificate from Georgetown University : English Proficiency Assessment, score: 256/300, Proficiency Level: Advanced	2010
Researcher in a study about the Eco-tourism in the region of Jabal Moussa, Keserouan for the APJM (Association for the protection of Jabal Moussa) in collaboration with USJ : field visits to the citizens houses, filling surveys, and participating the revealing the results of the study	2009



EDUCATION

<b>Teaching Diploma</b> Lebanese International University Beirut, Lebanon	2020
<b>BA in Sociology and Public Relations with distinction</b> Universite Saint Joseph (USJ) Beirut, Lebanon	2008-2011
<b>French Baccalaureate in Humanities and Literature with honors</b> College Franco-libanais Elite Beirut, Lebanon	2008



OTHER SKILLS

- Organized and attentive to details
- Ability to work under pressure with an experience with tight deadlines for managing projects
- Creative problem solving
- Excellent written and verbal skills
- Strong communication and interpersonal skills
- Team oriented
- Knowledge in MS office apps: word, Excel, Power Point, Outlook...
- Basic knowledge in Photoshop and Illustrator



References

- Roula Abi Habib Khoury: Chair of Sociology, Director of the Centre d’Etudes pour le Monde Arabe Moderne, USJ – 01-421000
- Mireille Dagher Georr: Public relations instructor at USJ, Manager at Albert Nassar Foundation– 04 712 242
- Michel Awad: Business Development Manager at Premium Partners-03-372410