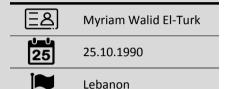
MYRIAM EL TURK



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.

PERSONAL



CONTACT



00961 (3) 97 29 69



WORK EXPERIENCE

Sales Executive and Marketing Coordinator

PREMIUM PARTNERS INTL.

Verdun, Beirut, Lebanon

Premium Partners are a leading marketing and indirect spend solution providers offering a range of tools to facilitate wordwide 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

myriamturk@gmail.c



Ras el Nabeh, Beirut, Lebanon

Analyst controller

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

Nov. 2014 - current date

Sept. 2012 - Oct.2013

MYRIAM EL TURK

TRAININGS

FORTUNE PROMO SEVEN Sodeco, Lebanon

Mar. 2012 – May 2012



LANGUAGES

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

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

Trainee in the promotions department

Prepare promotions for TV programsWrite and record VO for promotions

• Preparation of marketing presentations upon client request

Future TV Spears Beirut Jan. 2011 – April 2011



HOBBIES & Interests



鼠

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

2010

Participating in the Adaptation of a web story to a documentary film at USJ

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

MYRIAM EL TURK

2020



Teaching Diploma

Lebanese International University

Beirut, Lebanon

BA in Sociology and Public Relations with distinction

Universite Saint Joseph (USJ) 2008-2011

Beirut, Lebanon

French Baccalaureate in Humanities and Literature with honors

College Franco-libanais Elite 2008

Beirut, Lebanon

• 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



- 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