

Crystel Haddad

PERSONAL PROFILE

Seeking a challenging position in a professionally driven company where I can use my education, competencies and skills as well as expand my knowledge and experience while contributing to the company's goals

SPECIALIZATIONS

- Quantitative Analysis
- Statistical Modelling
- Data Visualization
- Financial Mathematics
- Data Mining
- Predictive Statistics
- Risk Management

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COMPUTER SKILLS

- Microsoft Office: Excel, Word, Power Point, Outlook
- Adobe Photoshop
- Web search engines
- MS Project
- Facebook Business Manager
- Hootsuite

WORK SUMMARY

FIELD RESEARCH ASSISTANT

InfoPro: Hamra, Lebanon | May 2017 - Mar 2020

- Working on projects for NGOs such as the Ministry Of Education, USAID, World Bank, European union, and others....
- Conduct interviews with CEO's, General Managers, School Principals
- Assess Students and Teachers (Qitabi Project)
- Fill out forms for Syrian Refugees, School Teachers, School Principals...
- Data Collection

SOCIAL MEDIA SPECIALIST & EDITOR

Sayidaty Magazine (Sayidaty Mall): Beirut, Lebanon | Oct 2016 - Apr 2017

- Create social media content
- Post on social media channels (Facebook, Instagram, Twitter)
- Moderate all user generated content
- Update Sayidaty Mall brands and details on the website
- Write beauty and fashion tips on the website.
- Quality assurance

SOCIAL MEDIA SPECIALIST & COPYWRITER

International Business Times: Sydney, Australia | Sep 2015 - Mar 2016

- Write articles about latest trends.
- Create and implement social media strategies
- Generate compelling content including posts and tweets for social media channels
- Research competitors (benchmarking)
- Present monthly reports

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LANGUAGES

- Arabic: Native
- English: Professional
- French: Basic

ONLINE CERTIFICATES (OFCOURSE UK)

- Digital Marketing
- Event Planning
- Entrepreneurship
- Finance and Accounting

RELATED COURSES (TAKEN AT UNIVERSITY)

- Accounting
- Finance
- Economics
- Business Law
- HR
- Management
- Marketing
- Math
- Supply Chain and Logistics

REFERENCES

Available upon request

SOCIAL MEDIA COMMUNITY MANAGER

Accelerate Online, Digital and Marketing Agency:
Beirut, Lebanon | Jun 2014 - Jul 2015

- Create and implement content strategies
- Generate compelling content including posts and tweets for social media channels
- Manage the online community and moderate all user generated content on various online channel.
- Monitor effective benchmarks for measuring the growth of the community, and analyze, review, and report on effectiveness of new initiatives.
- Customer support.
- Constantly stay up to date with the latest developments in social networking and associated social media tools and trends.
- Work as part of a team through participating actively in brainstorming of ideas and concepts on projects.
- Implement and manage social media campaigns

ADMINISTRATION CLERK

Noune Engineering and Trading: Beirut, Lebanon |
Jun 2014 - Jul 2015

- Preparing delivery orders
- Preparing invoices
- Preparing purchase orders
- Preparing offers for clients
- Customer service
- Data entry of stocks received and delivered
- Preparing Payment/Receipt vouchers
- Preparing checks

ACADEMIC BACKGROUND

SAGESSE UNIVERSITY: BEIRUT, LEBANON

- Masters in Business Administration (Management) | 2011 - 2013
- Bachelor's Degree in Business Administration 2006 - 2010
- National Evangelical Institute for Girls and Boys: Saïda, Lebanon Lebanese Baccalaureate II – Humanities 2004 - 2005