


Dana Daoud

 (961) 3 714 993

 dana_dawood@live.com

EDUCATION

Bachelor's of Science in
Business Studies,
Marketing Emphasis

Lebanese American
University
Expected graduation:
June 2021

SKILLS

Team leadership

Expert in Microsoft Office
Suite

Bilingual in Arabic and
English

WORK EXPERIENCES

Marketing Specialist Internship

SchemaZone / Reach Academy, Toronto, Canada
January 01, 2021 – January 29, 2021

- Prepared a detailed marketing plan for Kidzie
- Built different marketing campaigns
- Designed social media marketing posters
- Created short marketing videos

*Reference Letter available upon request.

Manager / Treasurer

Suhouri Lounge, Beirut, Lebanon
May 2019 – June 2019

- Received payments by cash, credit cards, vouchers, or automatic debits.
- Calculated total payments received during a time period and reconciled this with total sales.
- Computed and recorded totals of transactions.
- Prepared financial statements and made sure vendors were being paid.
- Managed table reservations and seating
- Ensured customers were satisfied with every part of the flooring experience, from initial greeting through order completion.

VOLUNTEERING

Volunteer

CrossTalk

October 2020 – December 2020

- Transcribed recordings to documents
- Organized different documents into sub documents then into folders

Volunteer

Banin Charity Association

April 2017

- Visited families who were in need
- Provided an overview of what each family required and needed
- Provided help for the families in need

CERTIFICATIONS

- Amazon Retail for Advertisers Certification – United States, Amazon (February 2021)
- Sponsored Ads Foundations Certification - United States, Amazon (February 2021)
- Twitter Flight School Video Badge Certification (February 2021)
- Snapchat Advertising Essentials Certification (February 2021)
- Certificate of Internship from SchemaZone, Toronto Canada (January 2021)
- Marketing Specialist Industry Training Program Certificate from Reach Academy, Toronto Canada (January 2021)
- The Fundamentals of Digital Marketing Google Certification Exam (December 2020)
- IRB Exempt Research Certificate (October 2020)