

Marc Mano Simon

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EDUCATION

American University of Beirut | Beirut, Lebanon

September 2018 - May 2021

Bachelor of Business Administration with a concentration in Business Information and Decision Systems.

- Maintained a cumulative GPA of 3.3/4.0
- Placed on the Dean's Honor list in Fall 2018 semester

Saint Joseph School | Metn, Lebanon

September 2003 - Jul 2018

Lebanese Baccalaureate in General Sciences (completed with honors)

- Athletic scholarship (Rugby varsity team)
- Elected as a member of the student committee

WORK HISTORY AND EXPERIENCE

V. Tech – Operations Analyst Intern | Beirut, Lebanon

August 2020 – September 2020

- I established an excel sheet which gave the optimum time to improve the cooperation between V. Tech's drivers and the customers' overwhelming demands
- Accompanied the engineering team to areas affected by the Beirut port explosion to begin assessment of the glass and aluminum damages.

FoundersBei – Business Development intern | Hazmieh, Lebanon

June 2020 – July 2020

- Worked with a team of colleagues remotely to consult startups through their early stages in order to succeed and enter the Lebanese market. My team and I worked to come up with innovative ways to promote the startups on social media.

Najarian Furniture Group – Business Analyst Intern | Halat, Lebanon

August 2018 – November 2018

- Optimized the factory worker-product process by organizing, packing and labelling the goods with like functions to cut down time.
- Worked on a strategic plan for the organization's manufacturing line where we established a new pattern which led to reduce time and cut costs.

EXTRA CURRICULAR ACTIVITIES

International Faculty & Delegate Relations at BEY MUN | Beirut, Lebanon

September 2020 – June 2021

- Contact abroad university student services to get international students to participate in the BEY MUN conference.
- Assigning abroad students as campus ambassadors at their universities to represent BEY MUN and get the word out.
- Despite Covid-19 being a main barrier for international students, we achieved to get 80 international students to participate virtually in the conference.

Chief and member in Scouts, Group Saint Joseph | Kornet Chehwan, Lebanon

September 2012 – October 2020

- Schedule meetings, activities and camps that provide the boys with important learning experiences.
- Understand the significance of teamwork and social development.
- Head of sports committee in the Lebanese Scouts Olympics (Goodwill Games 2018)
- Serve the poor and needy people regardless of their religious and personal beliefs all over Lebanon.

Dafa Campaign | Beirut, Lebanon

September 2020 – September 2020

- Helped collect donations and deliver them to Dafa warehouses.
- Donations were distributed to families in need and families affected by the Beirut explosion.

LICENSES AND CERTIFICATIONS

BCG Virtual Experience Program

January 2021 – January 2021

- Completed practical task modules in market research, data analysis, understanding consumer needs, and client recommendation on a handset leasing case.

Fullbridge U Program | Beirut, Lebanon

September 2018 – November 2018

- Improved my effective communication skills, strategic planning, design thinking, and critical work management skills.

Lebanese American University Model Arab League | Beirut, Lebanon

December 2016 - February 2016

- Developed knowledge of diplomacy and acquired skills in public speaking and leadership.

PROJECTS

Injaz Lebanon Company Program | Beirut, Lebanon

October 2016 – May 2017

- Won first prize in Lebanon which qualified us to compete on a regional level.
- Learned how to promote a product professionally after conducting market research and enhanced my teamwork and communication skills.

Student Science & Arts Fair, Lebanese American University | Byblos, Lebanon

January 2015 – May 2015

- Won first prize in the remote-controlled sumo robot competition.

SKILLS AND QUALIFICATIONS

Skills: Digital marketing, social media marketing analytics, SPSS, Data analytics, SAP ERP, Microsoft Azure, VBA Coding, Public Speaking, teamwork, MS excel, MS PowerPoint, MS word

Languages: English: Bilingual | Arabic: Native | French: Fluent | Armenian: Conversational

Interests: Travel, basketball, rugby, camping, hiking, reading, tennis

REFERENCES

Available upon request