

VANESSA FADI ABOU JAOUDE

Mobile: +961 71 60 46 56, **Home Number:** +961 9 63 55 70

E-mail: vanessaaboujaoude@outlook.com

Jounieh, Lebanon

Personal Information:

Nationality: Lebanese

Place & Date of Birth: Jounieh, October 23rd, 1996

Marital Status: Single

Education:

School 1999-2014: College Central Des Moines Libanais – Jounieh, Liban
Lettres Et Humanités (Promotion 2014)

University 2014-2018: Holy Spirit University Of Kaslik- USEK
Bachelor Degree in Business Administration -
Major: Marketing

University 2018-2020: Holy Spirit University of Kaslik- USEK
Master Degree in Business Administration-
Major: Marketing

Certificates: - Certificate of participation in International Applied Research Symposium
In November 6, 2017
- Certificate of attendance in the "Accreditation for Reshaping Business
Education in the MENA Region- BE Mena Beirut 2019" in February 27 and 28, 2019

Professional Experience:

March 2021- Present: Media & Marketing Coordinator at **Ferrari Dental Clinic**

- Daily check for inquiries on Facebook & Instagram
- Content Creation
- Analytics
- Reporting
- Copy Writing
- Video Editing
- Market Research
- Social Media Management

- Customer Service

January 2015- 2021: Marketing & Sales Executive **DECOLUX for Bathroom Accessories & Fireplaces**

- Attending to administrative issues of all group-owned companies in Lebanon.
- Contacting the Abroad companies whom we work with and keeping DECOLUX updated with the latest catalogues.
- Carry out administrative & management functions.
- Receive and sort daily mail/deliveries in the Owner's Office.
- Manage the Owner's meetings and agenda.
- Manage phone call and correspondence (e-mail, letters, packages etc.) for the Owner.
- Interact with customers, employees, companies and work on their requests.
- Assist in planning and arranging travels, meetings, fairs etc.
- Perform any task requested from the Head of department.
- Sales inside and outside the company.
- Admin and Manager of the Social Media Platforms related to the company (Facebook and Instagram)
- Preparing orders.
- Stock Controlling
- Create loyalty and belongingness between people and the brands.

January 2017- April 2017: Intern at **AJM for Contracting**

- Manage Foreign/General Correspondence with suppliers
- Manage reception area and attend visitors
- Manage staff requests
- Manage Suppliers files and Purchasing Orders
- Dealing with customers on daily basis

Social Media Management

- Managing Social Media for **four** (Capitao's Boat, Boucherie Halim Chakar, Gedy Bathroom Accessories, l'ete Indien) companies/shops
- Creating Content
- Interacting with followers
- Raising Awareness

Skills:

- Computer Skills: Microsoft Office Suite (Outlook, Excel, PowerPoint, Publisher, Word.)
- Knowledge in Movie Maker Program

- Knowledge in CANVA program
- Knowledge in Photoshop
- Knowledge in i Movie
- Languages: Fluent in English, French and Arabic (Speaking, Reading, Writing)
- Good Time keeper, work independently in a busy environment and also within a team setting.

Hobbies/ Activities:

- Piano
- Gym
- Reading/ Learning
- Volunteering Activities in NGO's (Al Younbouh, Beit El Diyafa)