Johnny Rajha

To secure a challenging position in a reputable organization to expand my learnings, knowledge, and skills

✉ johnny.c.rajha@gmail.com

📱 78-919313

📍 Official School of Dekwaneh street, Dekwaneh, Lebanon

📅 05 August, 1997

WORK EXPERIENCE

IT/Marketing
All State Property Management

01/2021 - Present   *Fatqa,Lebanon*

AllState Property Managements LLC| USA Real Estate

Achievements/Tasks

- **Responsible for the social media marketing (facebook, insta etc…)**
- **Meeting with the managers and owner to set guidelines, budget, goals and timelines.**
- **Analyse the marketing plans and keep track of their success.**
- **Collaborating with the departments to promote a promotional marketing campaigns.**
- **Creating company business emails.**
- **Creating an effective secure and well managed communication between our management company and the property managers in USA.**
- **Creating engaging, traffic, reach ads etc..**
- **Website creation, using wordpress.**
- **Company hardware maintenance (printers, scanners, Pc's)**

Assistant Manager
Pellini

01/2017 - 06/2018   *Dekwaneh,Lebanon*

Pellini is a Italian clothes brand

Achievements/Tasks

- **Welcome and serve the customers.**
- **Display the products in a presentable manner.**
- **Receive payments by cash or credit cards.**
- **Order products from other branches.**

Waiter
Roadser Diner

01/2015 - 01/2017   *Dora-Lebanon*

Roadster Diner is a restaurant chain

Achievements/Tasks

- **Restaurant opening/closing.**
- **Taking orders and customer service.**
- **Making sure that the customer has an excellent most comfortable experience, regarding food and service.**

Education
Arts Sciences & Technology University in Lebanon(AUL)

01/2015 - 01/2020

Degree

- **Bachelor Degree Focused In Management Information Systems(MIS)**

SKILLS

Communication | Persuasion | Teamwork

Problem solving | Flexibility | Creativity

Time management | Task management

COMPUTER

Skills :

- Microsoft project : Making a plan for a certain project , handling tasks with work details for each with time management.
- Microsoft SQL server : Creating a database for a university .
- HTML, CSS : Creating a page, Martial arts theme.
- Qlikview12 : Business Intelligence Tool , using a dataset to analyze real life data and making better decisions, creating live dynamic charts.
- Balsamic : Making mockups, web pages design plan.
- BOUML : Making use cases to demonstrate a certain system, example : ATM machine.
- Javascript basics.
- SEO and Social media marketing on udemy (in progress)

LANGUAGES

English
Full Professional Proficiency

Arabic
Native or Bilingual Proficiency

French
Professional Working Proficiency

Spanish
Elementary Proficiency

INTERESTS

Gym | Reading | Swimming