

SERA JEAN KESHISHIAN

PERSONAL DATA

D.O.B	15 July 1987
NATIONALITY	Lebanese / Armenian
MARITAL STATUS	Single
MOBILE	+961 71 062662 / +374 96 062662
E-MAIL	sera.keshishian@gmail.com
ADDRESS	Baouchrieh, Pierre Gemayel Street

EDUCATION

Notre Dame University, Louaize, LEBANON
BA in *Advertising and Marketing*

AGBU : Tarouhy – Hovagimian, LEBANON
BACC II in *Life Sciences*

WORK EXPERIENCE

▪ **Business Solutions, ARMENIA** Jan 2020 – Jan 2021

In partnership with Premier Logistics Transportations (USA), Business Solutions LLC is a business center based in Yerevan, Armenia which specialize in providing services such as call center, scheduling, customer service, claim management, dispatch and billing.

POST: Office Manager

▪ **Envirotech, ARMENIA** July 2019 – Dec 2019

Envirotech is a marketing company which provides services to other companies. I started off as a call center agent and then got promoted to opening and managing their first Arabic department.

POST: Department Manager

▪ **Yummy Delights by Sera, LEBANON** Jan 2015 – Jul 2019

Yummy Delights is my own pastry atelier. Our company provides A to Z customized services from baking to planning your events.

▪ **MAWLA Jewelry, LEBANON** Oct 2016 – Sept 2018

Mawla Jewelry is a Lebanese based jewelry company which takes part in at least 10 exhibitions in the Arab world per year. I travelled with them to well-renowned jewelry exhibitions in the UAE, Bahrain, Qatar and Oman.

POST: Sales & Marketing Manager

- **J AND K Advertising Agency, LEBANON** Jan 2014 – Dec 2014

J AND K is an advertising agency which provides full advertising solutions to help its clients maintain full marketing strategies.

POST: Communications Manager

- **Chic Home SARL, LEBANON** Jan 2012 – Aug 2013

Chic Home is a carpentry factory working on manufacturing kitchens, bedrooms and living rooms maintaining both high quality and design standards.

POST: Marketing Manager

- **RossoNero, LEBANON** Jan 2010 – Aug 2011

Rossonero is an international high end jewelry company specialized in manufacturing and designing sophisticated Diamond Jewels, Timepieces and Accessories.

POST: Sales

- **InterContinental Phoenicia Beirut, LEBANON** Dec 2008 – Apr 2009

Mosaic is one of the restaurants inside the hotel which offers an ever changing variety of International and Oriental buffets with live cooking stations and generous displays of the very best cuisine in the region.

POST: Public Relations Agent

- **Intercontinental Phoenicia Beirut, LEBANON** Aug 2008 – Nov 2008

Mondo is a casual and fashionable young Italian restaurant, offering a wide variety of pizza, pasta as well as authentic homemade style daily specials.

POST: Public Relations Agent

- **Part Time Jobs 2007-2008**

PR Works – Hostess

Societe Moubarak & Sons – Assistant Insurance Broker

- **Summer Jobs**

L'ora Jewelry by Garabet K. Jabotian – Sales and Production 2004 & 2005

Les Fils De Hadidian Freres Bijoutier - Sales 2002 & 2003

LANGUAGES

- Armenian: Native
- English: Fluent
- Arabic: Fluent
- French: Intermediate
- German: Basic

REFERENCES

- Available upon request