

Nour A.Ghattas

Nationality: Lebanese

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CERTIFICATES

- ✓ Inbound Marketing

LANGUAGES: Fluent in **English, Arabic** (writing, reading and speaking). **French** (basic knowledge).

COMPUTER SKILLS: MS Word, Excel, PowerPoint, WordPress.

SOFT SKILLS:

Leadership, problem solving, Time Management, Communication, Teamwork, Trustworthiness & Ethics, Patience and Creativity.

Technical Skills: Social Media Marketing, Market Research, Content Writing, and Search Engine Optimization.

CAREER OBJECTIVE

Seeking an entry-level position where I can grow my skills as a marketing professional, while making a significant contribution to the success of the company.

EDUCATION

Lebanese American University (LAU) 2016-2019 **Beirut, Lebanon**

Major: Bachelor's in Business Administration

Emphasis: *Bachelor of Arts* in Marketing

WORK EXPERIENCE

The Luxury Network **2018-2020** **Beirut, Lebanon**

Position: Marketing Assistant

- Assistant Editor of The Luxury Network magazine.
- Performed market and client research.
- Developed and executed marketing campaigns.
- Managed Social Media Accounts like @theluxurynetwork page with 70k Followers and assisted with the social media and website content.
- Facebook/Instagram advertisements and boosting.

Cerviced

Current Role

Beirut, Lebanon

Position: Sales/Operations Manager

- Leasing virtual office spaces, conference rooms, meeting rooms and other related services.
- Manage external market research and coordinate internal sources of information to attract new customers.
- Engage with clients by meeting in person or on the telephone for answering inquiries
- Contacted clients through e-mail, walk-in center, SMS or phone.
- Writing, editing, copywriting, researching, and data entry.

PROJECTS ACCOMPLISHED

- Course Related Projects that consist of deep studies of organizations including field and theoretical parts: Marketing, Management, Information Systems, Finance and Accounting.
- Worked with a team for a startup "The Luxury Network Academy" which constitutes of online courses designed and delivered by CEOs and Top Executives of leading luxury firms Globally, where I contributed to the Marketing Research and several projects.
- Ran a Marketing Campaign on social media for Al Hallab Turkey, which led to outstanding numbers of engagements.
- Engaged with email marketing and gained new advertisement placements from different luxury brands for The Luxury Network Magazine.
- Increased number of clients for virtual office rentals by 5% in a short time (1 month) at Cerviced.

EXTRA-CURRICULAR ACTIVITIES

- **Volunteer Event organizer at Balsamat**, Planned seating for 250 guests during annual event and handled guests' donations.
- **Volunteer at Food Blessed**, followed NGO in special projects and assignments