

ALLEN VON KELAITA

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Ambitious, organized, and creative self-starter seeking career in a fast-paced, high-octane, and demanding environment.

EXPERIENCE

JUN 2021 – PRESENT

COMMUNICATIONS EXECUTIVE, DAFA ORGANIZATION

Create and execute a communications plan for a cohesive brand identity, including advertising, public relations, and social media management plans. Perform other related duties and tasks.

JAN 2019 – DEC 2020

GRADUATE ASSISTANT, LEBANESE AMERICAN UNIVERSITY

Assisted in the LAU Business Center keeping track of records, maintaining order, and monitoring various equipment. Proctoring for a wide variety of examinations conducted by faculty of the Business School.

MAY 2017 – JULY 2018

SOCIAL MEDIA MANAGER, IMPACT BBDO

Create interesting and captivating content to drive engagement for digital and social media platforms of multinational brands in various industry sectors. Daily media monitoring and compilation of analysis reports for performance enhancement.

EDUCATION

JAN 2021

LLM BUSINESS LAW, LEBANESE AMERICAN UNIVERSITY

Graduated with a 3.75 major GPA. Coursework includes international intellectual property, banking regulations, investment ventures, mergers & acquisitions.

MAY 2017

BA MEDIA & COMMUNICATIONS, AMERICAN UNIVERSITY OF BEIRUT

Graduated with a 3.2 major GPA. Coursework includes media law & ethics, political comm. campaigns, news reporting, digital & media literacy, PR, advertising, multimedia news.

SKILLS

- Industries worked in: Automotive, Banking, Food & Beverage, Government, NGO & NPO
- Social media: Facebook, Instagram, Twitter, TikTok, YouTube, WordPress, Reddit
- Legal research and writing
- Public speaking and lecturing
- Proprietary software: Adobe Suite (basic), Microsoft Office (intermediate)

ACTIVITIES

Languages: English (C2), Arabic (A2), French (A2), German (A1). Volunteering, internships, and other work experience includes DAFA Organization, Migrant Community Center, and Caracalla Dance Group. Hobbies include, but are not limited to photography, abstract expressionism, and GNU/Linux. Topics of interest and research: intellectual property, media law, and law of nations.