

Mariam El-Zahabi

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Summary

Experienced in influencing marketing, campaign execution and professional campaign reports and contracts preparation. Seeking a deserving profile in the digital/influencing marketing sector, where I can deliver my innovative marketing skills, and maintain the work ethics and integrity of the work environment.

WORK EXPERIENCE

Operations Coordinator

ITP Media Group (Beirut Digital District)

August-Present

- Calculate KPIs as per the industry KPI, and integrate them into excel and PowerPoint Campaign Reports, including rates, analysis, learnings and recommendations for the client.
- Aid in campaign execution alongside campaign executives working with clients and talents
- Prepare contracts with Arabic or English inscriptions depending on the talent's preference.
- Work on improving the campaign's outcome by evaluating the process and report, adding new learnings and recommendations.
- Translate briefs and talent preview videos based on the talent/client's preference.

Mortgage Loan Officer and Market Analyst

Ennkar

April 21 - April 22

- Analyze the market prospects and build a plan accordingly.
- Profiling clients, and in accordance with their financial viability, determine the type of loan they qualify for.
- Reviews all loan documents and agreements to make sure these are all complete, valid and in accordance with the loan's guidelines.
- Approves or disapproves loan applications based on merit and level of financial viability.

Marketing (Internship)

Mvision

Jan 21 – April 21

- Contact prospective attendees in the US region to represent companies for demonstration booking or product sale.
- Providing regular timely feedback to the marketing team on pending bookings, any objections.
- Managing relationships with key clients.
- Updating records, collecting new information and contact details.
- Maintaining a calm and positive attitude in stressful situations.

Private Tutor

2017 - Current

- Private instructor in English & Biology Grades 8 to 11.
- Develop programs to work with students and increase interest in higher learning.
- Kept students on-task with proactive behavior modification and positive reinforcement strategies.
- Evaluated and revised lesson plans and course content to facilitate and moderate student-centered learning.
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VOLUNTEER EXPERIENCE

Animal Caretaker

BETA-Lebanon

May 17 – Oct 18

Focused on the needs of the animals, making sure they are fed, groomed, exercised, and supplied with medications when necessary

Co-trained the dogs of the facility as per each breed training guideline

Assisted with adoption process, making sure guardians are well educated on animal care

EDUCATION

Bachelor's Degree in Biology

Beirut Arab University

2018 - 2021

Student Innovation & Research Conference for Arab Universities and Schools (SIRCAUS)

First Aid Certificate – Red Cross Workshop

SKILLS & LANGUAGES

Communication & Problem-Solving

Quick to learn in, and adapt to, fast-paced environments

Software Literacy & Academic Competence

Arabic & English - Fluent (ILR 5)