



Jana

Zeineddine

COMMUNICATOR

My Contact

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📍 Beirut Lebanon

🌐 [Linkedin.com/in/Jana Zeineddine](https://www.linkedin.com/in/JanaZeineddine)

Hard Skills

- Microsoft Office | Word, PowerPoint
- Adobe | Illustrator, InDesign, Premiere Pro
- Canva

Soft Skills

- Communication
- Decision making
- Leadership
- Multi-tasking
- Interpersonal
- Adaptability and Flexibility
- Teamwork

Language Skills

- Arabic | Advanced
- English | Advanced
- Italian | Beginner

Professional Experience

Ajjerni | Digital Marketer
January 2022 – Present

Key responsibilities:

- Working on ideation, setting strategies, goals & KPIs, and creating social media content calendar.
- Ideation, creation, and execution of ads across all social media platforms
- Analyzing the data acquired from Google Analytics & Facebook Business Suites Analytics and modifying strategies accordingly.
- Monthly report of social media insights

MDLAB | PR
May 2022

Key responsibilities:

- Assisting the project coordinator in all on-field operations, including logistics and assisting lecturers & guest-speakers.
- Coordinating between the DAAD funder representative and the participants in all matters related to reimbursements.
- Planning and executing the excursion as a part of the last day of the event

Onliners dot com | Administrative Assistant
2017 – Present

Key responsibilities:

- Communicating with clients
- Scheduling meetings
- Filing and storing documents properly

Education Background

Lebanese American University (LAU) | Beirut, Lebanon
2018 – 2022

B.A in Communication

Minor in Advertising and Public Relations

Spring 2020

Danish School of Media and Journalism (DMJX) |
Copenhagen, Denmark
Corporate Communication

Volunteer Work

The Lebanese Red Cross | Youth Sector
2018 – 2020

Volunteer, Beirut Center

May 2019 – November 2019

Media Director, Beirut Center