



Personal Info



Name
Fay Prince



Phone Number
+96171140414



Email
fayprince3@gmail.com



LinkedIn
www.linkedin.com/in/fay-prince-150888



Citizenship
Lebanese / American

Languages

English

French

Arabic

Skills

Microsoft Office

Photoshop



Professional Experience

Dec 2021

WCCE 2021 – Expo 2020 | Dubai, UAE
Speaker Manager

- Arranging the speakers' smooth arrival to the conference
- Conducting sound and microphone checks
- Answering speakers' questions and facilitating all aspects of the conference by attending rehearsals and perfecting speech delivery with the speakers
- Accommodated 150 speakers within 3 days

Oct – Dec 2021

Al Hosn Festival - Exchange Area | AD, UAE
Producer

- Overseeing all elements of pre-production, production, and post-production, right up to release
- Handling the finances: responsible for reconciliation and for managing material and production costs (including workshops, art installations, and retail shops)
- Managing all members of the team from creative to coordination
- Responsible for the budget, timeline, and quality of the finished project

2017 – Present

Event and Wedding Facilitator-Coordinator
Freelancer

- Project design, planning, and production
- Managing all the aspects of an event while taking into consideration the time limit
- Handling the setup while paying attention to detail and taking the necessary safety precautions
- Coming up with entertainment concepts and negotiating with entertainers from around the world
- Identifying the needs of customers and providing top of the line services with constant follow-up
- Dividing tasks among the team members and supervising them
- Scheduling and running rehearsals and performances
- Being responsible for the lighting, sound, and entertainment cues

2014 – 2018

Beirut International: Floating Island | Beirut, Lebanon
Human Resources Executive

- Personnel data management (training and development, administrative rules)
- Conducting interviews with potential job applicants
- Performance monitoring and employee counseling
- Negotiating salaries, contracts, working conditions with staff

2012 – 2014

Arts and Melon Events | Antelias, Lebanon
Project/Stage Manager

- Studying new and potential business plans
- Ensuring quality standards and project targets are met
- Maintaining client relations by continuous follow up
- Coordinating the setup and being on-set the day of the event

2007 – 2016

Caractere Wedding and Event Planning | Beirut, Lebanon
Assistant Project/Stage Manager

- Presenting company services to current and potential clients
- Detailed presentation of the project
- Follow up with suppliers (processing shipping orders, pricing, handling)
- Coordinating the setup and be on-set the day of the event

Other Activities

Guest Speaker on “Event Planning”

Conducted seminars presenting company services and portfolios for different schools in Lebanon

Coach in [GRIT academy](#) (Advisor and Speaker)

Basketball player 1st division and National Team

Producer of Lebanese singer Manel Mallat’s [music video](#)



Events & Clients

- Wedding of Haifa Wehbe, the famous Lebanese singer
- Wedding of Sal Slaiby (SAL&CO) and Miss USA Rima Fakih
- Independence Day of Equatorial Guinea event
- Designer’s week exhibition (over 70 stand of different products)



Education

- 2010 - 2013 Holy Spirt University of Kaslik (USEK) | Kaslik, Lebanon
Master’s Degree: International Affairs and Management
- 2006 - 2010 Notre Dame University | Zouk Mosbeh, Lebanon
Bachelor of Business Administration: International Business Management