

Mary Claire Hoteit

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Lebanese-Canadian

PROFESSIONAL SUMMARY

A dedicated and motivated university graduate with a solid background in Business Administration. Having diverse capabilities in terms of communication, creativity, and leadership makes me prepared for the work field. Moreover, being passionate about marketing and the digital world makes me motivated to work with professionals to learn more about this field.

EDUCATION

American University of Beirut, Beirut, Lebanon

February 2018 - May 2021

BBA in Business Administration with emphasis in marketing
Dean's Honor List (Spring 2021)

Beirut Baptist School, Beirut, Lebanon
2017

September 2002 - June

Lebanese Baccalaureate in Life Sciences

PROJECTS

Consulting Project

June 2020 - August 2020

- With the Covid-19 outbreak, a report was written about the changing working environment. An analysis was made, regarding the effects of technology on the consulting industries as well as the shift from traditional retail services to online commerce. The sales turnover and revenues were highlighted as well.

EXTRACURRICULAR ACTIVITIES

- **Volunteer**, Home of Hope March 2016
- **Volunteer**, Lebanese Marathon aiding the handicapped November 2017
- A visit to Dar Al-Ajaza Al-Islamia Hospital March 2013
- Participated in the Unleash Your Creativity Competition April 2021

WORKSHOPS AND CERTIFICATES

Developing Business Plans Workshop

In a team of five, we:

- Created a business plan (For a moving desert truck).
- Developed an organizational plan.
- Conducted a marketing research using primary and secondary research methods.
- Developed a marketing strategy.
- Developed a financial plan that included budget planning and income statements.

SUMMARY SKILLS

Languages: Fluent in English, Arabic with basic knowledge in French

Computer skills: MS Word, Excel, PowerPoint, Internet use

Soft skills: Leadership, Team Work, Communication, Organization