



Rosemary Haddad

Digital Marketing Specialist Internship

I am a researcher, marketer, and personal assistant with more than three years of experience in the field. My experience includes personal assistant, transcription, tutoring, and product marketing.



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Beirut, Lebanon

SKILLS

Tutoring

Personal Assistant

Transcription

Translation

Researcher

Product Marketing

Product Research

LANGUAGES

English

Native or Bilingual Proficiency

Arabic

Native or Bilingual Proficiency

French

Full Professional Proficiency

INTERESTS

Horse Riding

Hiking

Piano

Tennis

Swimming

EDUCATION

BS in Business

Lebanese American University

08/2019 - Present

Beirut, Lebanon

Baccalaureate

Saint Joseph School-Cornet Chehwan

09/2004 - 06/2019

Beirut, Lebanon

WORK EXPERIENCE

Tutor

Schmoopie Learning Center

11/2020 - Present

Beirut, Lebanon

Achievements/Tasks

- Teach English, Chemistry and Biology.
- Increased student satisfaction by implementing daily educational activities.
- Teach online for students not able to come to the center.
- Summer school where students can do several summer and educational activities.
- Plan, supervise, and coordinate daily activities at the center.

Researcher

Upwork

02/2021 - Present

Beirut, Lebanon

Achievements/Tasks

- Research profiles of specific people at different companies.
- Research all types of companies, designs, products, markets, and brands.
- Translate from Arabic and French to English.
- Transcription Arabic and French to English.
- Do marketing for products of different companies.

Personal Assistant

Lebanese American University

08/2019 - Present

Beirut, Lebanon

Achievements/Tasks

- Personal assistant to my professors where I send emails and answer phone calls.
- Work at the library's reception where I answer phone calls and solve any issue students and professors might encounter at the library.
- Plan ways to improve students and professors' experience at the library.

Tutor

Ostaz By Synkers

07/2019 - 02/2020

Beirut, Lebanon

Achievements/Tasks

- Taught Science and English for Grades 5 and 6 students.
- Helped with summer work.
- Prepared students for the upcoming academic year.