

DANA JAWAD

BUSINESS ADMINISTRATION GRADUATE



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Downtown main road, Beirut, Lebanon



Highly dedicated on my goals, I strive to make the best of any situation. I am very proficient at problem solving and can work under stressful situations. I have excellent communication skills that allow me to excel in any working environment. Multitasking and problem solving, making me an excellent candidate for any position.



EDUCATION

**BACHELOR IN BUSINESS
ADMINISTRATION - MARKETING**
Lebanese University
2019 - 2022

DIPLOMA OF SECONDARY SCHOOL
Ahliyah School - Downtown
2019 Graduate



LANGUAGE

Arabic - Fluent

English - Fluent

French - Beginner



CERTIFICATES

DIGITAL MARKETING
Moe Media - 2022



MY SKILLS

Personal skills

Effective Communication
Analytical skills
Team Leading
Emotional Intelligence
Multitasking
Flexibility

Professional Skills

Ads Manager - Facebook, Instagram,
Snapchat, Tiktok

Google Ads

Computer Skills

Google Suite, Microsoft Office Suite

Graphic Design Skills,

Knowledge In CMS



HOBBIES

YOGA



INTERNSHIPS

DIGITAL MARKETING INTERNSHIP

Greenpeace Mena
April 2022 - July 2022

Creating and monitoring ad campaigns on all social media, Instagram, Facebook, Twitter, Snapchat.. to raise awareness towards saving our planet.

SOCIAL MEDIA MONITORING INTERNSHIP

Lebanese Transparency Association
One week program - May 2022

One week program after the Lebanese elections.
Monitoring ad campaigns by the Lebanese elects to detect any payments above elective ceiling.



WORK EXPERIENCE

DIGITAL MARKETING SPECIALIST

Moe Media May2022 - Present

Digital Freelancer, in charge of releasing Facebook, Instagram, Snapchat, Tiktok and Google ads for the agencies' clients.

FINANCE AND DATA ENTRY SPECIALIST

Remotely Sept 2021 - Feb 2022

Full-time remote Junior Loan Processor at Grand Lending Group- Mortgage company located in Las Vegas.
Responsible for setting up forms, loans and data for the company's borrowers.

COMMUNITY MANAGER

Sept 2020 - March 2021

Full-time community manager- data entry and marketing support. In charge of the company's website, managing and monitoring social media channels and communications, and monitoring customers' online orders and creating back up data for the company.

SCAN
FOR
LINKEDIN
PROFILE

