

# Jana Noureddine

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## OBJECTIVE

An inspiring, diligent, and hardworking business graduate skilled with great communication skills and trained in conflict resolution, seeking a rewarding position that provides challenging work and opportunities to make an impact and promotes a culture that rewards strong performers.

## EDUCATION

- 📍 IAE MONTPELLIER, Montpellier, France Sept 2022 – Sept 2023  
**MBA in Digital Business and Innovation**
- Lebanese American University (LAU), Beirut, Lebanon June 2021  
**Bachelor of Business Administration – Management**  
**Minor in Public Relations & Advertising**

## WORK EXPERIENCE

- **Internships:**
  - **Commercial Assistant – Veesion** March 2023 – Aug 2023
    - Identify and establish relationships with potential and current partners to help grow the business.
    - Implement growth strategies.
    - Provide analytical analysis for clients in monthly and weekly dashboards.
    - Set up business meetings with prospective clients to present the company and its services.
    - Helped develop international partnerships for the company.
    - Provided monthly and weekly analytics.
  - **Long Term at the Mediterranean Shipping Company** April 2022
    - Analyzed and reviewed essential documents and details.
    - Incorporated customer service skills.
    - Acquired sales knowledge professionalism.
- **Extracurricular Activities:**
  - **Lebanese American University, Beirut, Lebanon**
    - Environment Club, Member Spring 2020
      - Helped organize an event with the Lebanese Red Cross
    - Entrepreneurship Club, Member Fall 2020
    - TEDX LAU Club, Member Fall 2020
- **Workshops:**
  - **Lebanese American University, Beirut, Lebanon**
    - Developing a Business Plan Workshop Summer 2020
    - Public Speaking Workshop Summer 2020
    - Personality and Career Development Workshop Fall 2020
- **Volunteering Experience:**
  - Volunteering at Al - Zahraa Hospital Dec 2017
    - Helped in the department of cancer children
- **Projects:**
  - **Lebanese American University, Beirut, Lebanon**

- Creating an entrepreneurial project to aid the Lebanese agricultural sector Spring 2021
- Initiating a new marketing strategy for Gipsy, a Lebanese company Fall 2020

## **Certifications**

- Certificate of participation in the Model United Nations (MUN) March 2017
- Google Garage Certificate of Digital Marketing Oct 2020
- Digital Marketing Skills Certificate by Schemazone February 2022

## **Skills**

- Hard Skills: Computing: Microsoft Word, PowerPoint, Excel, Email, WebEx, and Zoom.
- Soft Skills: Communication, Public Speaking, and, Time Management.
- Hobbies and Interests: Community service, photography, and hiking.
- Languages: Trilingual: Fluent in spoken and written English, French and Arabic.

**References available upon request.**