

Jennifer Jihad Nammoura

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OBJECTIVE

I am finishing my Masters Degree in Biology and Sales Techniques Master and looking for a great opportunity in the Sales and Marketing Department to finish my thesis. I am a strong business developer, with a quantified record of achievement in coaching and generating startups. Moreover, I have an experience in different NGOs that developed my leadership and managerial skills. Seeking to contribute my experience and expertise to the sales and marketing team at your prospective companies.

PROFESSIONAL EXPERIENCES

Jan 2022 – Present	Community and E-Commerce Manager	Dark Mattr	Remotely
<ul style="list-style-type: none">• Manage online customer service and complains• Handling the community on social media platforms• Generate sales and great them the waybills• Coordinate with shipping companies and dispatches warehouse• Manage influencer coordination• Report directly to the company's CEO			
June 2021 – Present	Advisory board member	UNDP	Remotely
Jan2021– March 2022	Program Coordinator	Michel Daher Foundation	Beqaa - Zahle
<ul style="list-style-type: none">• Programs' idea creation, planning, setup and lead implementation (online and offline programs)• Coordinate and manage partnerships programs with USAID, Injaz, Mercy Corps, Berytech ...• Communicate object and activity plan to the team and stakeholders• Train interns and program officers to ensure implementation of policies and practices• Manage the daily team tasks and roles• Maintain Data management and trackers for programs• Handle the outreach phase and strategies• Handle the communication between the projects donor and our organization• Prepare programs reports and present them to the NGO president and the donors• Lead the risk management and mitigation plans• Lead the monitoring and evaluation process			
August-September 2021	Business coach	Watermedyim	Beqaa - Zahle
January – Dec 2021	Soft Skills trainer	Michel Daher Foundation	Beqaa - Zahle
June – October 2021	Entrepreneur coach	Make sense	Remotely
2020–2022	Peer Mentor	Mercy Corps	Beqaa - Zahle
August –March2021	Project Manager	Refurnish Beirut Initiative	Beirut
August – November 2020	Sales Associate	Retail group Company	City Mall-Beirut
2015 – 2016	Sales Associate	Joe's Market	Beqaa-Barelais

ACADEMIC BACKGROUND

2021-2022	Master 2 in Biology and Sales Techniques	Lebanese University, Faculty of Sciences
2020-2021	Professional Project Management - Google	Google in partnership with Amideast
2019-2021	Masters 1 in Molecular and Cellular Biology	Lebanese University, Faculty of Sciences
2015-2019	Bachelor Degree in Life and Earth Sciences	Lebanese University, Faculty of Sciences

VOLUNTEERING

May- December2020	Online Webinar Organizer and Facilitator	Make sense
August - Present	Orientation Sessions Leader about the biology	Polaris initiative
April 22, 2018	Game Assistant in Access 12 Field Day	Access Alumni Association
September 30, 2018	Coordinator in Project Citizen Showcase event	Civitas Lebanon
October7, 2018	School Guide in Access 13 Field Day	Access Alumni Association
December 2, 2018	Supervisor in Youth Mentorship Day	FAAL
April 14, 2018	Leading awareness project for recycling	Access Alumni Association

MEMBERSHIP

UNDP | Make-sense community member | YLP Alumni | Injaz Alumni | LSAC member | Access Alumni

Certifications, Programs & Courses

Jan 2022	Beginner and Advance HR training	Jobel Kaddoum
August 2021	Advanced Microsoft Office	USAID & MDF
October – November 2020	Specialization in Project Management	University of California
November - December 2020	Social Media Management (Certified)	Facebook
August - September 2020	How to Write and Publish Scientific Paper	Coursera
October - November 2020	High Impact Business Writing (Certified)	Coursera
March 2020 - December 2020	Company Program	Injaz Lebanon
March 2020 - December 2020	Gil Program (Certified/Won The Grand)	Injaz Lebanon
May 2020 - November 2020	Youth Leadership Program 6th Cohort (Certified)	UNDP
September 2013 - January 2015	English Access Micro-Scholarship Program	USAID & Amideast

SKILLS

- Practical laboratory and computer based research skills
- Computer language (Microsoft word, PowerPoint, Advance Excel, Photoshop, HTML)
- Sales, marketing and negotiation skills
- Management, coordination and team building skills
- Ability to use Teams and Zoom application
- Public speaking and facilitating skills
- Writing and oral communication and relationship building skills
- Design thinking and business management skills (initiating and planning, scheduling and budgeting skills)

LANGUAGES

Arabic (Native) | English (Fluent) | French (Beginner)

REFERENCE

Dr. Majida Jalbout - Coordinator of the Masters' program of Biology and Sales Techniques - LU 03166423 , mjalbout.edu.lb