

NOHA BOUHAROUN

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ABOUT ME

I am a fresh English Literature graduate from the Lebanese University. Currently a trainee in the Digital Marketing Training Program organized by Amideast and Forward MENA. Passionate about the English language, digital marketing, and content creation. I am a highly organized, driven, and hardworking person, seeking to broaden my horizons professionally. Eager learner, responsible individual with good communication skills, looking for a role in the digital marketing realm.

EDUCATION

BACHELOR OF ARTS
Lebanese University, Tripoli
2022

- Major : English Literature
- GPA: 3.7

HIGH SCHOOL DIPLOMA
College des filles de la charite
Dar En Nour, Koura
2018

Lebanese Baccalaurate (Area: Life Science)

SKILLS

- Editing
- Writing
- Communication
- Research
- Team Work

LANGUAGES

- French
- Arabic
- English

HOBBIES

Reading, Writing, Piano.

COURSES

DIGITAL MARKETING TRAINING PROGRAM | *Amideast, Forward MENA*
| *Nov 2022 - Present*

- Social Media Marketing (Instagram and Facebook).
- Google and Youtube ads.
- E-mail Marketing.
- Canva

DIGITAL MARKETING AND E-COMMERCE | *Google* | *Nov 2022 - Present*

- Establish an online presence, build a following, and manage social media accounts.
- Develop effective social media posts and create a strong social media brand presence.
- Create Facebook and Instagram ad campaigns in Meta Ads Manager that drive business results.
- Learn to evaluate and interpret the results of social posts and advertising campaigns.

WORK EXPERIENCE

FREELANCE TRANSLATOR | *Surv* | *Apr 2022 - Present*

- Translated articles, policy briefs, and other documents into English.

FREELANCE WRITER | | *Sep 2020 - Present*

- Concluded English essays in humanities, socio-economic and business courses for university students.
- Developed and edited business plans for startups.
- Worked on literature reviews regarding women in politics, geopolitical aspects of the Middle East.

FRONT OFFICE RECEPTIONIST | *Mist Hotel and Spa* | *Ehden, Lebanon*
| *Jun 2019 - Oct 2019*

- Greeted customers at entrance and provided professional and friendly assistance.
- Promoted local tourism and entertainment venues by customizing and organizing guest itineraries, which included accommodations and outdoor activities.
- Supervised team of interns and ensured continuous and effective communication and assistance to foster a positive work environment.
- Made reservations, check in and check out

CHILDCARE SUPERVISOR | *Garderie Papillon* | *Ehden, Lebanon*
| *Jun 2018 - Sep 2018*

- Used music and art projects to promote creativity and individual expression.
- Provided children with daily activities to encourage their imagination and creativity.

CAMP COUNSELOR | *Caps Lebanon* | *Ehden, Lebanon* | *Jun 2018 - Sep 2018*

- Provided assistance in transporting participants to and from the activity locations and escorted them on field trips.
- Established goals and anticipated results of events and assessed outcomes.
- Supervised participation of campers to promote fun and safe activities, identified behavioral problems and addressed and solved issues quickly and effectively.

EXTRA-CURRICULAR ACTIVITIES

INTERACT TREASURER | *Jun 2017 - Sep 2018*

- Gave regular financial updates to club members.
- Managed club funds.
- Gave a detailed annual report.
- Handled the accuracy of the financial records and its stability.

GCU LAU MUN | *Oct 2016 - Apr 2017*

- Represented Singapore.
- Negotiated resolutions for the Global Warming Crisis.
- Developed a position paper regarding Global Warming.

MEMBER OF A SECULAR CLUB | *DSP2 Secular Club* | *Sep 2020 - Nov 2021*

- Hosted meetings with important political figures.
- Raised awareness on the corruption happening in Lebanon.