

Carelle Eliane Salameh

Business Administration

PERSONAL INFORMATION

12 May 2001
Fanar- Lebanon

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HOBBIES AND INTRESTS

Reading
Watching movies/ Documentaries
Classical music
Sudoku
Badminton

PERSONAL SKILLS

Team Worker
Flexible & Adaptable
Social Media Strategy
Active Listening
Communication
Creative Thinking
Stamina
Web content development

EDUCATION

September 2019
-Summer 2022

June 2019

Holy Spirit University of Kaslik (USEK), Lebanon

Bachelor's in business administration
Major: Management & Entrepreneurship
Expected date of graduation: Spring 2022

Collège Saint Joseph - Antoura, Lebanon
Lebanese Baccalaureate in Socio-Economics

EXPERIENCE

February 2022
- March 2022

**The Wonderful Bureau-
Social Media Executive Internship**
Beirut, Lebanon

- Developed a social media strategy to attract desire audience, staying consistent with the company's brand identity.
- Managed social media accounts and created social media for daily postings
- Using social media marketing tools to create and maintain the company's brand.
- Researching social media trends and informing management of changes that are relevant to the company's marketing activities.

October 2015
-Present

Violinist

- Special events:

- Been part of Carole Smaha Christmas album "Christmas Carole".
- Learned numerous contemporary and classical pieces.
- Played pieces with intense emotion using varying movements and facial expressions to move the audience.
- Performed for some big events as weddings, baptism, first communion...

- Private violin teacher

- Maintained daily student records and evaluated student progress.
- Met with parents to resolve conflicting educationa priorities and issues.
- Documented student attendance and progress against goals.
- Identified issues, analyzed information, and provided solutions to problems.

- Orchestra musician, National conservatory- Lebanon

- Performed in five shows
- Sight-read difficult music accurately and at tempo.
- Repaired broken strings and other instrument issues.

LANGUAGE SKILLS

Language	Speaking	Writing	Reading
Arabic	Excellent	Excellent	Excellent
French	Excellent	Excellent	Excellent
English	Good	Good	Good
Spanish	Fair	Fair	Fair

TECHNICAL SKILLS

Microsoft PowerPoint	● ● ● ● ●
HTML	● ● ○ ○ ○
Microsoft Excel	● ● ● ○ ○
Microsoft Word	● ● ● ● ●
Canva	● ● ● ● ●

EXTRA CURRICULAR ACTIVITIES AND CERTIFICATIONS

June 13 2022 **Viral Marketing and how to craft Contagious Content**
Wharton University of Pennsylvania- Coursera

March 2022 **Hult Prize**- Competition Certificate

November 2021 **Public Speaking**- Presence Certificate
Holy Spirit University of Kaslik

October 4 2021 **La Mise sur agenda et décision dans les politiques publiques.**
Workshop with STEER-LEB project Co-funded by the Erasmus + Programme of the European Union Rouen University of Normandy-USEK

August 2 2021 **Communication and Negotiation Skills Certification**
Workshop with the StEER-LEB Project
Co-funded by the Erasmus+ Programme of the European Union

August 26 2020 **Internet Marketing Basic Certification**
Google Mahart

January 21 2020 **Delf B2**
French Republic- International Center for Pedagogical Studies

October 2014 -June 2019 **Volunteer, Scout du Liban**
Patrol leader- Kfardebian