

# Carelle Eliane Salameh

## *Business Administration*

### PERSONAL INFORMATION

12 May 2001  
Fanar- Lebanon

#### Mobile

(+961) 71 896892

#### E-mail

carelleeliansalameh@gmail.com

#### Linkedin Account

<https://www.linkedin.com/in/carelle-eliane-salameh-a48142214>

### 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

#### **Holy Spirit University of Kaslik (USEK), Lebanon**

*Bachelor's in business administration*

Major: Management & Entrepreneurship

Expected date of graduation: Spring 2022

June 2019

#### **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 educational 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

| <i>Language</i> | <i>Speaking</i> | <i>Writing</i> | <i>Reading</i> |
|-----------------|-----------------|----------------|----------------|
| 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               | <b><i>Viral Marketing and how to craft Contagious Content</i></b><br>Wharton University of Pennsylvania- Coursera   |
| March 2022                 | <b><i>Hult Prize-</i></b> Competition Certificate   |
| November 2021              | <b><i>Public Speaking-</i></b> Presence Certificate<br>Holy Spirit University of Kaslik   |
| October 4 2021             | <b><i>La Mise sur agenda et décision dans les politiques publiques.</i></b><br>Workshop with STEER-LEB project Co-funded by the<br>Erasmus + Programme of the European Union Rouen<br>University of Normandy-USEK |
| August 2 2021              | <b><i>Communication and Negotiation Skills Certification</i></b><br>Workshop with the StEER-LEB Project<br>Co-funded by the Erasmus+ Programme of the European Union  |
| August 26 2020             | <b><i>Internet Marketing Basic Certification</i></b><br>Google Mahart   |
| January 21 2020            | <b><i>Delf B2</i></b><br>French Republic- International Center for Pedagogical Studies  |
| October 2014<br>-June 2019 | <b><i>Volunteer, Scout du Liban</i></b><br>Patrol leader– Kfardeblian   |