

MARWA SALAMII

Baabda, Mount Lebanon · 0096179118497

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Organized and dedicated professional having 6+ years of experience in early childhood education, general administrative assistant, translation and social media marketing. I am a multi-task worker who is able to work independently and with a team, having a record of excellent written and verbal communication skills with a keen attention to details, I guarantee a smooth flow operation of the company.

EXPERIENCE

JULY 2016 – JANUARY 2021

ADMINISTRATIVE ASSISTANT, THE CHEAIB ATTORNEY OFFICE

The Cheaib Attorney firm has more than 25 years of experience in providing consultants to clients (individuals and corporations) about their legal rights and responsibilities, representing clients in civil cases, do business transactions and other legal advices.

- Introduced a new method for organizing files and archiving that saved around 30% of the time while manually looking for documents.
- Managed documents, spreadsheets and data bases and submit the data for staff and audit team.
- Introduced a customized excel sheet to schedule meetings and appointments and added working calendar that helped organizing the work by 20%.

SEPTEMBER 2020 – OCTOBER 2021

SOCIAL MEDIA MARKETING, FREELANCE

- Helped 2+ pages gaining 1k followers on Instagram/Facebook
- Worked with a team of three to design 30+ posts and stories and templates.
- Answered tens of customers inquiries on different social media platform and helped with 20% of total sales and orders.

SEPTEMBER 2013 – JULY 2016

PRESCHOOL TEACHER, GHAZALI HIGH SCHOOL (GHS)

Community of leaders and learners, providing high quality education

- Monitored 50+ students' academic and social progress
- Gave one-on-one sessions to 5+ students with special needs tracking their progress
- Developed phonics activities that helped students improve their English communication skills by 70%

JANUARY 2020 – PRESENT

FREELANCE TUTORING, PRIVATE TEACHING

- Tutored 10+ students having difficulties with math, science and English grammar material.
- Implemented 4 lesson plans in accordance to school programs and curriculum.
- Provided extra practice sheets preparing students for entrance and complement summer exam.

JANUARY 2015 – PRESENT

FREELANCE TRANSLATOR, AL-AMAL CO.

Recruiting cleaners from abroad for cleaning services

- Translated official 50+ documents and files needed for embassies in Beirut in both Arabic and English languages.
- Edited grammatical errors and mistakes in both Arabic and English languages.
- Attended work meetings to oral translate from English to Arabic and vice versa.

EDUCATION

OCTOBER 2017- AUGUST 2020

BACHELOR OF INTERNATIONAL BUSINESS MANAGEMENT, BEIRUT

INTERNATIONAL UNIVERSITY

Honor: GPA 3.93/4.0

SKILLS

- | | |
|---------------------|----------------------------------|
| • Languages: | • Technical: |
| Arabic (Native) | Proficient in Microsoft Office |
| English (Fluent) | (Word, Excel and PowerPoint) |
| | Proficient in printers, copiers, |
| | scanners and Fax. |

CERTIFICATES

- **March 2022** - Employment Hub Program by **The Nawaya Network**
- **August 2021** - Digital Marketing Course by **Google Digital Garage** (IP)
- **March 2016** - Phonics in classroom by Macmillan Education
- **April 2016** - Communicative Language teaching at American Education Institute.
- **September 2015** - Business English Level 3 by American Education Institute.
- **September 2015** - Classroom Management and Lesson Plan by American Educational Institute

REFERENCE

- **Mrs. Souad Cheaib** Lawyer at Attorney Firm
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