

Christine Trantic

Business Management graduate with a background in diverse business environments including Digital Marketing, Administration, HR, and Fundraising. Trilingual with fluent verbal and written skills in English, Arabic and French.



Contact information

✉ christinetrantic@gmail.com

☎ +961 76 497 534

📍 Beirut, Lebanon

Education

Bachelor of Science in Business Management

Lebanese American University | Lebanon
2021

French Baccalauréat in economics and social science

Lycée Français de Koweït | Kuwait
2017

Languages

French | English | Arabic

Skills

MS Office Programs

Digital Marketing

Adobe Illustrator

Adobe Premiere Pro

Communication

Trilingual

Teamwork

Detail-oriented

Dynamic

Creative

Work experience

Administrative Assistant

Sept. 2022 - Oct. 2022

CrossTalk NGO

- Scheduled and coordinated meetings and appointments, prepared class activities and lessons on PowerPoint.
- Organised and managed sensitive data input in excel spreadsheets and databases.
- Created a more efficient workspace by proactively anticipating the needs of the NGO.

Marketing Trainee

Nov. 2021 - July 2022

L'artisan du Liban

- Created content for Instagram, designed posters, edited videos for posts, planned communication strategies for social media.
- Online Stock Management, which included inventory count and adjustments to enhance the online shopping experience.
- Uploaded items on the website, processed online orders, managed the delivery process and talked to customers about any concerns.

HR Reporting Officer Volunteer

April 2021 - Sept. 2021

The Phoenix Daily

Carried formal responsibility in regard to working alongside the other HR officers, strategic planning, recruiting, interviews, and reporting on all HR meetings, plans, concerns, and accomplishments.

Fundraising Intern

April 2021 - July 2021

GreenPeace MENA

- Worked alongside the Major Gifts Officer in researching potential foundations and potential individual donors. Drafted and proofread proposals, professional correspondence and fundraising materials.
- Organized and brainstormed ideas for donor stewardship and ways to improve the onboarding process and our relationship with the donors.

French Language Mentor

June 2021 - Sept. 2020

UNHCR and Caritas Lebanon

- Delivered a 99 hour curriculum online French language course to school students from refugee communities, where I monitored groups and individual work, and evaluated the students' performance.
- Talked and worked with children that endured displacement, inequality, and poverty.
- Applied Child Protection principles given by the UNHCR to prevent any kind of violence and discrimination.

Certificates

UN Human Rights Council Training Program

UNITAR | Online | Feb. 2021 - March 2021

- Examined key activities and procedures of the UN Human Rights Council.
- Identified vital components of the United Nations System and its agencies.
- Developed essential knowledge and skills to achieve professional growth.