

Lynn Al-Hashi

-Beirut, Lebanon-

- lynnhishi@gmail.com
- Ability to relocate
- Mobile (+961) 76478299

EDUCATION

AUST, Faculty of Arts and Sciences Beirut, Lebanon
BA in Communication Arts / Advertising 2020

Institution saint Anne de Besancon-Beirut, Beirut, Lebanon
Lebanese Baccalaureate in Sociology and Economics 2016

EXPERIENCE

Citizen Remote Beirut, Lebanon
Virtual Assistant Feb. 2022-Current

- Respond to emails and phone calls
- Schedule meetings
- Book travel and accommodations
- Manage a contact list
- Prepare spreadsheets and keep online records
- Perform market research
- Lead Generation
- Build relationships with business associates
- CRM
- Provide customer service and problem-solving for website visitors
- Digital Marketing: 1. Manage Social Media calendars on several platforms 2. Manage Social Media community

E-Commerce Beirut, Lebanon
Co-Owner of The Atlas - Small business Feb. 2021-Current

- Social media manager
- Customer support
- Branding
- Content Creation
- Influencer Relationship management
- Quality assurance
- Orders fulfilment
- Digital Marketing

McDonalds Beirut, Lebanon
Assistant swing manager Aug. 2014- Mar. 2021

- Administrative assistance

- Employee recruitment
- New employees training
- Employee development
- Floor management
- Setting KPIs
- Brand ambassador
- CRM

**Lebanese Parking Meters (LPM)
Clerk**

Beirut, Lebanon
Nov. 2017- Feb 2018

Data entry
Customer support
Account management

**My School Pulse
Representative/Volunteer**

Beirut, Lebanon
Jul. 2015- Aug. 2015

- Ticket sales
- Bibs pickup
- Crowd control

CERTIFICATIONS AND AWARDS

Awards

Shift Management Excellence award

Beirut, Lebanon
2019

- Participated in the Shift Management Excellence course as part of my management development at McDonalds where I earned the Bronze Hat award.

Traveling Tolerance Exhibition award

Beirut, Lebanon
2019

- Participated in the Traveling Tolerance Exhibition created by ArabAd with 180 other university students from the Middle East. My poster was selected among the top 10 finalists. It was showcased at D Beirut during the AD PULSE creative day event.

Certifications

Remi Rbeiz Heart Foundation

Beirut, Lebanon
2018

- Went through first aid training with the red cross in collaboration with RRYHF to become a certified CPR/AED provider to patients specially one's going through cardiac arrest.

ACTIVITIES

- | | |
|--|-----------|
| • Lebanese Scout Association (LSA) Leader (Beirut 1 Group) | 2015-2020 |
| • Volunteer at Go Green all through high school | 2013-2016 |
| • Volunteer with red cross youth dept. – Spears | 2016 |
| • Volunteer at AUBMC as guide | 2014 |
| • Participant of The GC LAU MUN program | 2014 |

SKILLS

Languages:

- **Trilingual:** Arabic (native), French (intermediate), English (fluent)

Computer Skills:

- Microsoft office
- ICDL Certification in Microsoft Office (Word, Excel, Power Point)
- Basic knowledge in Adobe (illustrator, Photoshop, InDesign, After Effects, XD)
- Asana
- Pipedrive
- Tidio
- SEMrush

Interests and Hobbies

- Swimming
- Basketball
- Eating