

TALA ELAMINE

MARKETING &
COMMUNICATION
SPECIALIST

PROFILE

Assists the department head in carrying out marketing tasks and duties by working closely with the marketing team by analyzing, researching, and targeting the respective segments. I have also experience in business development when I created my online shop that required a huge development with small amount of capital at hand.



Lebanon



talaelamine_@hotmail.com



www.linkedin.com/in/talaelamine



+96176604319

SKILLS

Team work

Excellent Communication

Project Management

Problem Solving

Creativity

Leadership

EDUCATION

BACHELOR IN BUSINESS MANAGEMENT

*Lebanese American
University*

- Graduated with distinction with 3.77 GPA
- President of UNESCO club during my first year of enrollment.

WORK EXPERIENCE

BUSINESS OWNER AND DEVELOPER

Aug 2020 -ongoing

ASIS online shop

- Manage the operations, marketing, and community for an instagram based online shop
- Keep files and records using MS office.

COMMUNITY MANAGEMENT

Jan 2016 -Dec 2017

Heromedia

Managed their facebook account by posting daily, scheduling posts, and interacting with customers.

COMMUNICATION INTERN

June 2021 -July 2021

Sharekkna NGO

- Contacted and assisted NGOs and organizations for collaborations with Sharekkna
- Worked with email marketing
- Closed deals with prospective partners
- Kept up with the collaborations.

ADMINISTRATIVE AND CAMMERCIAL INTERN

July 2021-Sep 2021

Middle East Airlines

- Had a further insight on the sales, operational, commercial, and financial divisions of a well-known and prestigious company.
- Mentored on the different administrative aspects of MEA.


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MARKETING AND COMMUNICATION INTERN

Dynamesh sal

Jan 2022- Feb 2022

- Worked on Camtasia editing app
- Assisted with the B2B marketing plan.
- Learned on Team Management software application.

MARKETING AND CONTENT CREATION INTERN

Salem Group

Aug 2022-Dec 2022

- Wrote, reviewed, edited, and updated content on various SM platforms.
- Collaborated with internal departments to establish campaign objectives,
- Monitored social media and company website metrics.
- Created short term and long term marketing plan for our clients.
- Conducted market analysis and constructed business proposals for our clients.
- Conducted training for trainers on employability in the labor market.
- Researched, analyzed, wrote reports and power points on various subjects and trained them to trainers.

SALES & COMMUNITY MANAGEMENT

Bubbles & Cuddles

Jan 2023 -May 2023

- Content creation on instagram
- Receiving sales and orders from whatsapp business and instagram
- Packaging orders and handling the operations
- Book log, including accounts receivable and customer data base.

CERTIFICATES

- Completed Digital Marketing course with Notre Dam University..
- Finished a 3 month long employability training program with NAWAYA & UNICEF.
- Currently pursuing a specialization in google data analytic.