

Tatiana Sallit

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PERSONAL STATEMENT

Content creator and operational coordinator working in a digital advertising agency. Fast learner with a keen eye for details. Office administrator with experience in administrative work and office support. Dedicated to creating an office environment that optimizes workflow through strong efficient communication skills in the workplace.

EXPERIENCE

Content Creator

Jan. 2022 - July 2022

Digital Revamp LLC | Beirut, Lebanon

- Script Writing after the Content Ideation and Research process, followed by Editing and Proofreading if needed.
- Monthly social media reports for individuals' accounts and user engagement analysis.
- Preparing internal training presentations to boost workplace efficiency.

Operations Coordinator

Sep. 2021 - May 2022

Digital Revamp LLC | Beirut, Lebanon

- Lead sales operations by researching and writing templates for the sales process.
- Prospecting through LinkedIn by sending connections and following up with prospects while providing data management.
- Organizing Asana projects and tasks and attending team meetings.

Administrative Assistant

Aug. 2021 - Nov. 2021

Digital Revamp LLC | Beirut, Lebanon

- Assist the CEO by time-blocking events and meetings, and taking notes during client calls.
- Coordinate with the admin team, write the calls' Minutes of Meeting, and do research for case studies.
- Prospecting and following up with clients and collaborating on internal projects.

INTERNSHIPS

Fernand Hosri Group Holding | Strategy Business Development

Feb. 2021 - Jul. 2021

Digital Revamp LLC | Script Writer & Video Editor

Sep. 2020 - Jun. 2021

EDUCATION

Lebanese University – Faculty of Information II | Master 1 of Corporate Communication

Nov. 2021 - Expected Jul.2022

- *Member of the Student Body*

Lebanese University – Faculty of Information II | Bachelor of Advertising & Marketing Communication

Oct. 2018 - Jul.2021

- Grade: Distinction
- *Member of the Student Body*

LANGUAGE

Arabic - Native Speaker | **English** - High Proficiency | **French** - High Proficiency

SKILLS

Computer Skills, Microsoft Office, Google Drive, Slack, Asana, Adaptability, Negotiation, Communication, Teamwork, Effective Time-Management, Analytical Skills