

# Jimmy C. KHOURY

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## CAREER OBJECTIVE

A highly organized and hard-working individual seeking for a digital marketing job position in an organization to utilize the ability of prioritizing work options in an effective manner for the greater benefit of the company and to gain practical experience.

## EDUCATION

|                     |   |
|---------------------|---|
| Sep 2020 – Present  | <b>Energetic Engineering</b><br>CNAM Beirut – Lebanon<br>Masters of Energetic Engineering           |
| Sep 2017 – Sep 2020 | <b>Energetic Engineering</b><br>CNAM Beirut – Lebanon<br>Bachelor of Energetic Engineering          |
| April 2022          | <b>Delf Niveau B2</b><br>Institut Français Du Liban   |
| July 2017           | <b>General Sciences</b> (Graduated with Honors)<br>Collège Notre Dame des Sœurs Antonines – Jamhour |
| April 2017          | <b>Antonines University</b> – Baabda, Lebanon<br>Mobile application training                        |

## Certificates:

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|----------|--|
| Aug 2022 | <b>Google &amp; Coursera Certificates</b> <ul style="list-style-type: none"><li>-Make the sale: Build, Launch, and Manage E-commerce Store</li><li>-Assess for Success: Marketing Analytics and Measurement</li><li>-Foundations of Digital Marketing and E-commerce</li><li>-Attract and Engage Customers with Digital Marketing</li><li>-From Likes to Leads: Interact with Customers Online</li><li>-Think Outside the Inbox: Email Marketing</li></ul> |
| Oct 2021 | <b>Coursera Certificates</b> <ul style="list-style-type: none"><li>-Introduction to Solar Cells</li></ul>  |
| Oct 2021 | <b>Solar Energy International (SEI)</b> <ul style="list-style-type: none"><li>-Introduction to Renewable Energy: RE100</li></ul>   |
| Sep 2021 | <b>LinkedIn Certificates</b> <ul style="list-style-type: none"><li>-Social Media Marketing: Strategy and Optimization</li><li>-Social Media Marketing Foundations</li></ul>  |
| Aug 2021 | <b>LinkedIn Certificates</b> <ul style="list-style-type: none"><li>-Writing Ad Copy</li><li>-Learning to Write Marketing Copy</li><li>-Learning Conversion Copywriting</li><li>-Introduction to LEED Certification</li></ul>   |
| Dec 2020 | <b>Coursera Certificates</b> <ul style="list-style-type: none"><li>-Google SEO Fundamentals</li><li>-Introduction to Google SEO</li><li>-Introduction to the Digital Marketing Landscape</li></ul>   |

## PROFESSIONAL EXPERIENCE

### **March 2019 – March 2021    Performance First Club- Baabda, Lebanon**

*Front Desk and customer support officer*

- Serve visitors by greeting, welcoming, and directing them in an appropriate manner.
- Answer phone calls and directing leads to the right people.
- Take care of the renewal of client memberships on time.
- Guide clients through the various packages available at the gym.
- Introduce potential and new customers to the various rooms and areas of the gymnasium.
- Submit daily reports to management.
- Management of the gym cash register.
- Managed to open or close the gym according to the time of the shift.

### **September 2018 – November 2018    IPT PowerTech Group**

*Testing and documentation engineer*

- Managed a testing site in Debbiyeh.
- Performed tests requested by management.
- Managed preventive maintenance for the generators.
- Took care of generator refueling.
- Ensured site security.
- Submit daily reports to manager in charge.
- Read technical documents and applied on site.
- Cabling and wiring for new systems installed in site.
- Orion(power system controller) and Trion(generator controller) manipulation.
- Ensured site availability and cleanliness.
- Connected power systems to batteries.
- Reported problems and managed to solve them in collaboration with the responsible persons.

### **May 2018 – August 2018    Wooden Bakery- Hazmieh, Lebanon**

*Customer Support Officer*

- Completed customer transactions on the cash register.
- Reconciled cash register drawers at the end of the shift.
- Greeted customers and assisted them in selecting and locating items.
- Provided excellent service to customers by promptly attending to their shopping needs, answering inquiries and resolving complaints.
- Maintained cleanliness in the store premises and ensured that proper sanitation is observed. - Checked markdown prices and arranged merchandise on sale on the shelves.

### **September 2017 – October 2017    Boubess Group- Hamra, Lebanon**

*Customer Service assistant*

- Input the customer's comment cards results on the system. - Make sure that the comments are valid and relevant. - Submit a daily report to the manager in charge.

## COMPUTER SKILLS

All standard WINDOWS applications: WORD, EXCEL, POWERPOINT.

AutoCAD, HAP.

Social media Expert: Facebook, Twitter, Instagram, Snapchat.

## LANGUAGES

Arabic, English & French: Fluently Spoken, written and read.

## INTERESTS AND HOBBIES

Football, Basketball, Badminton