

BEATRICE BEYROUTHY KARAM

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July 21st, 1986, Lebanese

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Profile	Versatile professional with a background in administration, marketing coordination, and translation. Flexible, creative and resourceful, always seeking opportunities to grow in an engaging and service-oriented environment.	
Key Competencies	<ul style="list-style-type: none">• Strong communication, interpersonal and customer service skills• Ability to build rapport and strong partnerships• Adaptable and can juggle multiple demands• Experience with event planning, logistics and set-up• Experience with CRM, Odoo, Click Up• Experience with Banner School Management System• Strong proficiency in English, French and Arabic	
Professional Experience	PAWPOTS	Sep 2021 – present
	<i>CUSTOMER SERVICE AND SALES COORDINATOR</i>	
	<ul style="list-style-type: none">• Tracks sales orders and manages the distribution and shipment schedules• Goes through customers' inquiries and concerns, processes replacement orders, and resolves order issues• Prepares detailed reports on inventory operations and performs daily analysis to predict potential inventory problems• Follows up on clients' orders, inquiries and/or complaints to ensure a positive and successful customer service experience• Collects and updates all data sources pertaining to the client's profile to ensure accurate database	
	UNIVERSITÉ SAINT-ESPRIT DE KASLIK (USEK)	Apr 2016 – on a special-project basis since Sep 2021
	<i>MARKETING OFFICER</i>	
	<ul style="list-style-type: none">• Search and secure subventions (sponsorships, partnerships, events) with outsource partners in order to sponsor events, specific projects, advertise on USEK rooftop, digital signage etc.• Manage all promotional offers of 'MyUsek' platform, by prospecting, analyzing partners' requests and coordinating with all stakeholders.• Liaise with vendors, exhibitors, and stakeholders to collect requirements and expectations, and ensure everything adheres to their standards prior, during and post event.• Manage event budget, set-up, and follow-up processes.• Assist the marketing director in media planning, event communication and production/filming negotiation.• Promote University events and coordinate the production of tickets, posters, catalogues, and sales brochures.	
	<i>ASSISTANT OF THE DEAN</i>	Jul 2012 – April 2016
	<ul style="list-style-type: none">• Provide staff and Office support by managing telephone communications, greeting, and directing visitors, and dealing with administrative problems and inquiries between the Office, students, and external constituencies.	

- Write documentation and correspondence for the Office and work alongside the Dean to write proposals, grants and other reports.
- Schedule and coordinate Dean's appointments and/or travel arrangements and oversee daily office activities.
- Coordinate and oversee Office inventory management, logistics, security and equipment.
- Establish and maintain files, departmental records and databases for the office.
- Coordinate all tenure, promotion, retention, and post-tenure review processes with the Dean, Chairs, and College Committees.

FREELANCE TRANSLATION PROJECTS

Sep 2008 – present

- Translated articles on topics including politics, law, agriculture, natural sciences, health and technical.

Education

UNIVERSITÉ SAINT-ESPRIT DE KASLIK (USEK) - Lebanon

2009 – 2011

Masters in Foreign Languages - Translation

- Supervised and coordinated a team of 6 translators as part of a university translation project.

UNIVERSITÉ SAINT-ESPRIT DE KASLIK (USEK) - Lebanon

2005 - 2009

Maîtrise en Langues Vivantes - Traduction

Teaching Diploma

PERSONAL INTEREST & CERTIFICATIONS

- Events Coordinator for [NATURE by Marc Beyrouthy](#) (family business)
- Growth & Development Certificate – **Proctor Gallagher Institute** – Thinking into Results
- Image Consulting workshop by Colour Me Beautiful Arabia by **Alia Al Monla**
- 2 months acting workshop by **Fouad Yammine**
- 1-month photography workshop by **Toni Yammine**
- 2 months Body Language workshop by **Habib Khoury**
- Boost Your Assistance Skills by **Mrs. Nada Jreissati Daher**, Executive and Cultural Coach/ Pragmados
- Work-Life Balance by **Mrs. Nada Jreissati Daher**, Executive and Cultural Coach/ Pragmados
- First Aid training and Basic Life support - Lebanese Red Cross