

VARTOUG KOUYOUMJIAN

Burj Hammoud | 76 510 128 | vartougkouyoumdjian@outlook.com

Skills Summary

Complaint resolution, multilingual, Brand awareness, proficiency in Word-MS-Powerpoint, product knowledge, teamwork, time management, research.

Languages

English, Armenian, Arabic

Education

BT3 Business Administration / 2016 Levon & Sophia hagopian college

Public relations / 2021 Lebanese International University

Experience

The EDGE Realtors : Administrative Assistant / June-July 2022

Handling customer service, entering data, making invoices, making sure everything in the office runs smoothly.

Cenamicity Beirut Souks : Volunteer / August 2019

Organized and helped plan pre-movie activities for 3000+ guests, also managed a social media account for this specific event and handled customer service for ticket sales.

Lebanese Kpop Events

Event planner & social media manager / August 2019 – February 2020

Planned multiple café social events & handled the brands social media platforms and dealt with customer service, grew their brand and connected them with their audience & customers, also reached out to influencers & celebrities for collaborations and PR.

Certificates

Fundamentals Of Digital Marketing by Google / june 2022