

Dana Matar

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Education

- 2019-2022: Bachelor of Science, Economics and Business Administration, Lebanese University, 4th Branch, Aley, Lebanon
- 2015-2018: Graduated from the secondary school, Baissour Official Secondary School, Baissour, Lebanon

Work Experience

- 01.2022-07.2022: Work as an Office Assistant at WTG Consulting, Choueifat, Lebanon
- 09.2021- 21.2021: Work as a Marketing Assistant at WTG Consulting, Choueifat, Lebanon

Skills

- Preparing student files for German embassy appointment in Lebanon.
 - Organizing team roles.
 - **Financial Responsibility:** Outcome and Income at the company.
 - Creative skills including writing, design and marketing videos.
 - Communicative.
 - Fast learner.
 - The world of digital marketing includes the functions of social media, e-mail, and digital advertising.
 - **Promotion:** Email marketing, events, and social media advertisements.
 - Social media engagements.
 - **Software Skills:** Proficient in Microsoft Word, Excel and PowerPoint
 - **Studying skills:** Time management, planning, and organization
 - **Teamwork:** Very engaging and cooperative in group work
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Internship:

- 07.2021-02.2022: #Tafawoq Program, a program offered by the Nawaya Network and Swiss contact that aims to help the **youth gain, employability skills**, discover the **work place**, and implement what they've learnt throughout the program.
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Language:

- Arabic: Native Language.
- English: Fluent.
- German Language: A1 level.