



Experienced in preparing and overseeing online and print marketing campaigns, resulting in an increase in partner relations for the company. Adept in implementing, monitoring, and reporting project objectives, and maintaining necessary internal communications within the company.

NATHALIE ALACHEQ

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Skill Highlights

- Project and operation management
- Strong decision making
- Excellent writing skills
- Complex problem solving
- Innovation
- Service-focused
- Negotiation
- Computer Literacy

Languages

Arabic
English
Portuguese

Experience

01/2022 to 06/2022

Project Manager Assistant - The Lebanese Organization for Studies and Training, Lebanon

- Planning and coordinating
- Taking on administrative duties and independently managing all project elements to ensure outcomes are completed on time.
- Preparing weekly and monthly reports.
- Supporting community events and relief efforts to assist citizens with their needs.
- Coordinating with participants, suppliers, donors, and sponsors for funding and promotions.
- Following up with the staff.
- Creating and managing an online Youth platform with 1000+ youths (Get Connected)

06/2020 to 06/2022

Front Desk Receptionist – Delora Hotel and Suites, Jdita Lebanon Part-time / Weekends + Events

- Meeting and Greeting visitors.
- Training Staff and managing shift schedules.
- Maintaining front desk supplies and equipment.
- Managing budgets, invoices, records, and contracts.
- Implementing all front desk activities including bookings, appointments, phone calls, and emails, for rooms, conferences, meetings.
- Contacting outside vendors and suppliers as appropriate.

Education

2014-2017
Bachelor of Science: Business Marketing -
The Lebanese International University,
Lebanon
With Honor

Courses

Successfully finished 3 course in Social Media
Digital Marketing, and Public Relations

Introduction to Computer Science and
Artificial Intelligence/Harvard
University/Online course – Current

Trainings

Successfully finished Trainings in project
proposal and writing, social
communication, community engagement,
business Skills and social enterprises,
National identity topics, Good
Governance, Needs and field
Assessments, Public Speaking, Critical
Thinking, Conflict Resolution and
Transformation, GBV, Child protection,
PSEA, Multiculturalism, Autonomy and Self
Advocacy, Detection for Disabilities,
Profiling Learning Facilitation etc.

References

References available on request

Experience

07/2021 to Present

Website and Account Manager -

**Future Improvement - Educational Consultant -
Chicago USA**

Toys Habitat - Toy Online Store - Jeddah KSA

Delora Hotel and Suites - Jdita Lebanon

- Managing online presence and content.
- Utilizing social media analytical data and metrics to measure effectiveness.
- Following up and coordinating with graphic designers to design engaging content.
- Developing communications and customer engagement strategies, including contests and giveaways to enhance brand-awareness.

12/2018 to 12/2021

MEAL Officer – The Lebanese Organization for Studies and Training, Lebanon

- Primarily responsible for establishing and overseeing a functional MEAL (Monitoring, Evaluation, Accountability, and Learning) system for the project.
- Granting focal point, responsible for writing, reviewing, and finalizing grants and proposals for international donors and funders.

11/2017 to 11/2018

Outreach Officer – The Lebanese Organization for Studies and Training, Lebanon

- Developing And Implementing the organization's communication strategy with the participants, which includes preparing a wide range of written materials, presentations, and possibly videos for local and international audiences.
- Reaching out to and targeting beneficiaries according to a pre-set criteria.
- Implementing awareness sessions.

06/2015 to 06/2017

Visual Manager Assistant – CASCADA Mall, Lebanon / The Fresh Brand