

Sima BAGHDADI, Bachelor



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EDUCATION

2018-2021: Bachelor of Business Administration,
University of Balamand

2017: High School Diploma in Socio-Economics, College
Des Freres Deddeh



INTERESTS & HOBBIES

Interested in environmental work, volunteering work, horseback riding, tennis, photography and traveling



WORK EXPERIENCE

2022: (3 months) of Freelance/Creative Assistant at Mashrou3 Lyom- Lebanon

This experience helped me to work on my creativity.

- Created new video ideas to post on Instagram and TikTok.
- Brainstormed with a team to come up with new ideas.
- Gave feedback if the scenes are worth to post.
- Helped in finding strategic sound effects and music for the videos.

2022: (1 month) worked as Copywriter/ SEO at Smart Security- Lebanon

This experience helped to divide my time between different tasks and activities.

- Worked on SEO helped in maximizing the reach of potential customers.
- Created posts' captions.
- Worked on customer service by replying to comments and feedback.

2021-2022: (5 months) Rainmakers Program at TEC- Lebanon

- Solved problems and came up with ideas in a short time, which helped me gain the skill of working under pressure.
- Worked on developing my communication skills and expanding my social network.
- Developed a business plan within a team.

2021: (5 months) Entrepreneurship Workshop at TEC- Lebanon

- Attended online sessions with professional leaders.
- Gained the skill of thinking like an entrepreneur and developed a business plan for a new product.

2019-2020: Student work at University of Balamand

- Assistant at the Faculty of Business & Management.
- Carried out some tasks to maintain and organize the safety and good environment at the auditorium and classes.
- Prepared and evaluated Excel sheets, Word documents, and Powerpoint to manage some tasks for the department.



LANGUAGES

Arabic - Native Language in speaking, Writing, and Reading

English - Fluent in speaking, Writing, and Reading

French - Intermediate in speaking, Writing, and Reading



CERTIFICATIONS

- Certification in “Rainmakers Program” (2021)
- Certification in “Introduction to Personal Branding”- University of Virginia (2020)
- Certification in “New Models of Business in Society” – University of Virginia (2020)
- Three “Banque Alimentaire” certifications (2015/2016/2017)
- Painting certification from “Cimenterie Nationale” for participation in Shekka festival (2011)



VOLUNTEERING

- Volunteered during High School in a food bank community at “College des Freres Deddeh”.
- Volunteered in “Dafa organization” which aims to collect clothes, food, and toys and distribute them.

References Available Upon Request