

ELIE JABBOUR

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SKILLS & ABILITIES

- In depth skills in Microsoft Excel, Word, PowerPoint, Access. Photoshop
- Proper verbal and non-verbal communication skills
- Ability to work in a team
- Fast typing on English and Arabic keyboard
- Capable of creating content on all types of social media platforms
- Arabic and English: Spoken, Written and read fluently.

EXPERIENCE

April 2022-Present

Call Agent Business Developer, *Jahani And Associates*

- Worked as a sales person and as a call agent in business development at a US investment bank company (*Jahani And Associates*)
- Reached out to potential clients mainly CEO's, CFO's and director managers
- Learned how to build and maintain business relationships and collaborations with clients
- Mastered English remote work and technology related skills.

January 2021 – Present

Social Media Account Manager, Freelance

- Managed Instagram accounts by creating primary content
- Addressed customers' needs as quickly and effectively as possible and maintained strong relationships
- Worked with small businesses accounts and helped them grow their pages

January 2022

Social Media Account Manager, *Local Clothing Shop*

- Opened an Instagram online page for a local clothing shop
- Created the logo and the designs for the posts
- Photographed the items and edited them using photoshop and created them into posts with design layouts

June - August 2021

Marketing Specialist/ Marketing Assistant Manager, *Storiom Saliba Supermarket*

- Created content and social media posts using Adobe Photoshop
- Managed Social Media accounts (Instagram, Facebook...)

- Conducted Market studies and researches
- Worked in customer service

June 2018- August 2018 **Marketing Supervisor, *Chartouny Bros.***

- Observed the marketing department and its features and operations
- Supervised the delivery of goods and made sure of the whole process

EDUCATION

September 2019 - May 2021	Arts sciences and technology university in Lebanon (AUL), Bachelor of business administration in Marketing and Advertising
September 2001 – June 2018	Beirut Evangelical School for Girls and Boys, High School Diploma , SE section

REFERENCES

Available upon request.