



ADRIEN MATTA

ADMIN ASSISTANT

After years of excelling in the hospitality world, and equipped with a rich academic background in management, I am now offering my services online in the digital space to companies who need to focus on their core services or products, while I handle their administrative tasks.

SOFT SKILLS

Management Skills
Communication Skills
Customer Service
Social Media
Leadership

LANGUAGES

French
English (Fluent)
Arabic (Fluent)

HARD SKILLS

Copy Writing
Proofreading
Content Creation
Canva
Strategic Thinking
Technical Analysis
Microsoft Office

CONTACT

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Byblos, Lebanon

EDUCATION

2017 - 2018 **MSc in International Management**
Paris School of Business
France
2009 - 2012 **Hospitality Management**
FHM Beirut
Lebanon

WORK EXPERIENCE

2019 - Present **Pool Bar Manager and Social Media Coordinator**
Les Colombes - Seasonal
Managing a team.
Reliable under pressure.
Social media Coordinator: Approve posts, funneling engagements into revenues, create enticing captions, customize automatic messages.
Ads manager: Ads creation, campaign management, Select audience, segmentation, targeting, positioning.

2019 - Present **Airbnb Host**
Byblos- Lebanon
2 Listings with excellent ratings and reviews, anticipate guests' needs, offer more-than-expected to ensure guests satisfaction. Sending e-mails and messages.

2014 - 2017 **Front Office Manager**
Les Colombes Resort
Virtualization of property management system: Went from pen and paper to fully digitalized Property Management System. Calendaring, Scheduling, Reservations, Creating documents on MS office, Proofreading.