

Rabiah Braiteh

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Experience

Signe Content creator

Zalka, Remotely
Jan 2023 (in the process)

- Writing, reviewing, editing, and updating content for company websites, blogs, marketing materials, and similar platforms.
- Conduct research and interviews to learn more about current trends, developments, and perceptions about the subject matter, and then contextualize your findings.
- Assisting the creative team with the design of promotional materials.
- Collaborating with internal departments to establish campaign objectives, complete tasks, and identify and solve problems.
- Monitoring social media and company website metrics.
- Utilizing SEO methods to increase site traffic.
- Suggest new ways to promote company offerings and reach consumers.

Metalava

Baabda, Remotely

Director of digital marketing

March 2022 – Jan 2023

- Track the platform's traffic flow.
- Provide internal reports on a regular basis.
- Optimize content for the website and social media platforms.
- Scheduling social media status updates to be published.
- Responding to questions on social media platforms.
- Review social media metrics, like Facebook Insights.
- Performing competitor keyword analysis.
- Measuring search engine optimization results.
- Create various forms of social media content—text captions, videos, and images—suitable for the various social media platforms, TikTok, Facebook, and Instagram.
- Publish posts according to the established social media content calendar.
- Collaborate with the marketing team to ensure that every piece of content is relevant and helps the company maximize engagement, reach, and sales.
- Ensure every piece of content you create aligns with our brand voice.

Metalava

Graphic Designer (Junior)

Baabda
March 2022 – Jan 2023

- Producing content to be posted online.
- Creating posts and pages to attract customers.

GRAB'N 'GO Cashier

Abed Al Wahab
2017 – 2019

- Operate transactions with clients using cash registers.
- Greet customers when entering or leaving the store.
- Issue receipts, refunds, and changes.
- Collect payments whether in cash or credit.
- Scan goods and ensure pricing is accurate

Rabiah Braiteh

Catering Service Team Waitress

Biel
2018 – 2019

- Greet customers and hand out menus. Make menu recommendations and inform patrons of any specials
- Take meal and beverage orders from customers and place these orders in the kitchen.
- Deliver meals and beverages to tables when they have been prepared.
- Check that customers are satisfied with their meals.
- Prepare the bill for tables when requested.
- Cash up bills and ensure that the correct amount has been paid. Administer change to tables if needed.

Blom Bank Training

Hamra
2017(4 month)

- Enter data on the computer.
- Contact customers and negotiate with them about payments.

Marie France Shop Manager

Spot Ch / Habtoor
2017 – 2018

- Recruiting, training, supervising, and appraising staff.
- Maintaining statistical and financial records.
- Dealing with customer queries and complaints.
- Maximizing profitability and setting/meeting sales targets, including motivating staff to do so.
- Preparing promotional materials and displays.
- Overseeing pricing and stock control.

Marie France Sales and Cash

Karout Mall/ Spot Ch
2017 – 2018

- Help customers find items in the store.
- Keep track of inventory.
- Check for stock at other branches or order requested stock for customers.
- Elevate complaints to management.
- Greet customers.

Education

Arab Open University
Bachelor, Business management

Tayouneh
Present

Lebanese University- Faculty of Education
Bachelor, Petite Enfance

Unesco
2021-2022

EL-Ghobeiry School
Lebanese Baccalaureate “SE”

Beirut
2016-2017

Rabiaa Braiteh

Skills & Interests

Technical:

- Adobe Photoshop
- Adobe Illustrator
- Canva
- Microsoft

Language:

- English: Good in speaking and reading.
- French: Good in speaking and reading.

Interests:

- Reading
- Learning new skills
- Makeup