

# CELINA ZOUGYHBY

## COMMUNITY ADVOCATE

Jbeil/Mount Lebanon

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### OBJECTIVE

An independent and self-motivated law student highly focused, confident, and dedicated passion for the truth and the thirst for community and justice. Looking for opportunities to incorporate my skills and training to help the company grow. I am looking forward to roles that will help me realize my potential by exploring the various aspects of this field.

### EDUCATION

- Minor in social media & Digital Marketing Arab Open university 2022-2022
- Bachelor's degree Second Year in Law Lebanese University 2020-Current
- Bachelor in Economic and Sociology Public School of Jbeil 2017-2019

### EXPERIENCE

#### ACCOUNT Manager

##### **KINGSMEN AGENCY**

November 2022- current

**KINGSMEN Agency is a company provides excellent digital marketing and social media management services to various industries. They create, plan and manage top-performing digital campaigns for any business to aid growth and help achieve their goals efficiently my main role is preparing documentation, analyzing data, and communicating with clients and all parties involved in the project on a day-to-day basis in order to collect all required information and facilitate processes.**

#### Tax Administrator

##### **TAX CLAIM WIZARDS LIMITED**

September 2022-November 2022

Tax Claim Wizards Limited is an active private limited company, incorporated on 1 December 2015. The nature of the business is Tax consultancy. The company's registered office is on Honey Lane, Maidenhead. My main role was , copy collate various tax returns ,maintain an organized filing system of paper and electronic documents, copying and scanning, handle all reception duties, send mails, certified return receipts, uphold a strict level of confidentiality, manage supply inventory and ordering, filing prep.

#### Social Media Specialist

##### **Arz Ehmej conservation Corps**

April 2022-Septembre 2022

Arz Ehmej Conservation Park Unique stay in the middle of nature my main role was: Develop, implement, and manage our social media strategy, manage, and oversee social media content, measure the success of every social media campaign, stay up to date with the latest social mediabest practices and technologies, use social media marketing tools such as Buffer and attend educational conferences

#### Sales and Reservation

##### **Arz Ehmej conservation Corps**

April 2022-November

Arz Ehmej Conservation Park Unique stay in the middle of nature my main role was: Receive, record, and manage reservations for Bungalows and restaurant, perform receptionist duties including answering phone calls, welcoming visitors, communicating packages and information, Communicate safety, environmental compliance and conservation and customer service information to all customers at reservation and check-in.

#### Site coordinator

##### **Lebanon reforestation initiative**

June 2022-September 2022

LRI is a Lebanese NGO that cares about nature in their LIFI project I was a site worker where I was responsible for: coordinating over-all management and operation of a number of sites and workers in a multi-site program also, do a weekly check up on site and see if the works go on.

## KEY SKILLS

- Microsoft skills
- Data entry
- Poised under pressure
- Public Relations
- Leadership skills
- Growth mindset
- Communication skills
- interpersonal skills
- Legal research

### Site supervisor

#### **Lebanese Reforestation Initiative**

**January 2022 - March 2022**

LRI is a Lebanese NGO that cares about nature in their LIFI project I was a site worker where I was responsible for: coordinating over-all management and operation of a number of sites and workers in a multi-site program also, do a weekly check up on site and see if the works go on.

### Receptionist

#### **Saint Charbel Annaya**

**June 2018 to December 2021**

Oasis saint Charbel is a small hotel beside saint Charbel monastery I was qualified: In charge of guest database and stays schedule. Receiving visitors at the front desk by greeting, welcoming, directing and announcing them appropriately, answering screening and forwarding incoming phone calls, Receiving, and sorting daily mail, to take people calls for reservations and taking rooms fees

## CERTIFICATE

- **Lebanon's Environmental and Economic Challenges-Usj**  
08/2022-08/2022
- **Political Reforms through Data Science and AI- FnF GERAMANY- LEBANON**  
06/2022-06/2022
- **Youth Conservation Corps- USForestServices**  
08/2021-02/2022
- **Introduction to Negotiation: A Strategic Playbook for Be Persuasive Negotiator by Yale (online)**  
10/2021-12/2021
- **Salesforce Sales Operations Professional CertificatePATHSTREAM (online)**  
08/2021-11/2021
- **First aid red cross certificate by the Red Cross**  
08/2021-08/2022
- **Civil defense training by the Civil defense in Lebanon**  
08/2021-08/2022
- **The science of well-being by Yale University (online)**  
07/2021-08-2021
- **International human rights by Geneva University (online)**  
07/2021-09/2021

