

Aram Bedoyan

Sports Manager



OBJECTIVE

Developing a mature, responsible approach to any given task in any situation, as well as a strong sense of discipline, work ethic, and excellent time management.

Continuously seeking new knowledge and understanding of techniques to improve client experience.

5+ years of experience in sports management working in an active and productive environment while maintaining the highest level of professionalism and motivation.

CONTACT

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Location: Beirut, Lebanon

EDUCATION

Bachelors in Sports and Science - Emphasis in Sports Management
Antoine University
2018 - 2021

Technical Institute - Accounting (FR)
College des Soeurs des Saints-Coeurs
2015 - 2018

SKILLS

Communication	Leadership
Marketing	Staff Management
Social Media	Critical Thinking
Organization	Problem Solving
Event Management	Team Work
Operation	Planning
MS Office	Time Management

LANGUAGES

English	Fluent
French	Fluent
Arabic	Advanced
Armenian	Native

EXPERIENCE

PARTNERSHIP COORDINATOR

Beirut Marathon Association | Beirut, Lebanon JUL 2022 - MAR 2023

- * Develop and maintain partnerships with various organizations and stakeholders to ensure that all expenses are within approved levels.
- * Identify new partnership opportunities by preparing and presenting proposals, contracts, and other documents to secure partnerships.
- * Develop and execute marketing and promotional activities in collaboration with partners to maximize the impact of partnerships.
- * Plan and coordinate events and activities with partners to promote the Beirut Marathon Association and its events.

MEDICAL RECORDS CLERK

Bellevue Medical Center | Mansourieh, Lebanon MAR - JUN 2022

- * Perform routine audits of patients' medical records and history by filing, arranging, gathering, merging, and storing each file properly and securely.
- * Ensure total security and confidentiality of all medical records.
- * Transfer patient data into the facility's main system database efficiently.
- * Respond to inquiries from patients, insurance companies, and other healthcare providers regarding medical records and their contents.

DATA COLLECTOR

Connecting Research to Development | Beirut, Lebanon CONTRACTUAL

- * Conduct interviews with more than 200 individuals from different provinces by ensuring that all interviews are conducted per the study protocol while adhering to ethical standards.
- * Maintain the confidentiality of participant information and ensure that all data is collected, stored, and processed following the data protection regulations.

MANAGER

BLACKSUIT EMS | Achrafieh, Lebanon AUG 2017 - 2021

- * Oversee the business's day-to-day operations and ensure that all activities are carried out smoothly and efficiently.
- * Make well-informed financial and strategic decisions to ensure the financial stability and success of the business.

TIMING SYSTEM LOGISTICS ASSISTANT

Beirut Marathon Association CONTRACTUAL - 2016 - 2019

- * Coordinate the setup, installation, and maintenance of the timing system for marathons, half-marathons, and other running the following events:

ISF HALF MARATHON 2017 - 2018 - 2019

YOUTH RACE - BANKMED 2016 - 2017

BLOMBANK BEIRUT MARATHON - MAIN EVENT 2016 - 2017 - 2018

WOMEN'S RACE - SARADAR BANK 2016 - 2017 - 2018 - 2019