

Ghassan Semaan

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EXPERIENCE

Issam Fares Institute for Public Policy and International Affairs

Communication Internship

September 2022 – November 2022, Beirut, Lebanon

- Creating communication media: presentation, posters, flyers.
- Spreading those media to the targeted audience.
- Follow-up and management of press relations.
- Press impact analysis.
- Writing press materials.
- Management of digital communication channels: social media, mails.
- Management of public relations: events, invitations, information.
- Follow-up of the media plan.

Freelance Marketing

Social Media Manager/Content Creator

April 2022 – Present, Beirut, Lebanon

- Managing social media platforms.
- Create content posts for startup businesses.
- Editing pictures, videos.
- Creating marketing strategies to market products online.

Study Work Done (SWD)

Private Tutor

July 2018 – September 2021, Beirut, Lebanon

- Schedule and plan individual tutoring sessions for your students.
- Provide tuition that is appropriate for the individual's needs and study level.
- Prepare students for exams or tests required for acceptance to education.
- Assess any barriers to students' study progress.
- Maintain up-to-date knowledge of the curriculum content.
- Use relevant tutoring methods and materials.
- Deliver video tutorials and facilitate online forum.
- Take care of student agenda.
- Help with assignments.
- Assist student questions.

Swiss Butter

Waiter

December 2018 – August 2019, Beirut, Lebanon

- Maintain clean and functional environment inside. -Take and process customers order professionally.
- Greeting guests and taking drink and food orders
- Staying attentive to the needs of guests in the dining area
- Delivering food from the kitchen to the guests
- Ensuring the food order is made correctly by kitchen staff and looks presentable for guests
- Following health code standards with regards to the handling of food
- Performing shift duties like delivering racks of cups to the service station, rolling silverware, pre-bussing tables, wiping tables and removing debris and more

Public Representative and Speaker of a Country

GC LAU Model United Nations

December 2016 - May 2017, Beirut, Lebanon

- Public Representative and Speaker of a Country.
- Collaborate in Mock sessions inside event.
- Participate and elaborate position paper of the Country.

EDUCATION

Bachelor of Business Administration- BBA, Marketing Sagesse

University • Furn El Chebbak, Lebanon • 2018-2022

Antonines Sisters High School

Lebanese Baccalaureate in Sociology and Economy • Roumieh, Lebanon • 2002-2018

SKILLS

Languages: Fluent in French, English, and Arabic

Software: Microsoft Word, Microsoft Excel, Microsoft PowerPoint

Soft Skills: Communication, Teamwork, Problem-solving, Time management, Critical thinking, Decision-making, Stress management, Adaptability, Conflict management, Leadership, Creativity, Resourcefulness, Persuasion, Openness to criticism.

HOBBIES

Volunteer in youth club, Photography, Cooking, Reading, Swimming, Blood donor.