

MARIA BOUSTANY

PROFILE

Hard-working person with proven personal skills, minute attention to detail and work well with others.
I am organized, responsible, ambitious and know how to approach others.

CONTACT

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HOBBIES

Reading
Hiking
Swimming

EXTRA CURRICULAR ACTIVITIES

2007-2017: Scout Du Liban.
2014: First Aid basic formation.
2020: USJ en Mission – Opération 7ème Jour.

DIPLOMAS

2015-2017: Three English proficiency tests diplomas at Cambridge university.
2019: English proficiency test diploma at Saint Louis University (SLU).
2020 : Social Media Marketing Certification From Hubspot Academy.
2021 : Inbound Marketing Certification From Hubspot Academy
2022 : Certificate of Honor (M2 ; USJ)

WORK EXPERIENCE

Marketing/Communication officer/Operations Manager -Aldebaran Law_Downtown

October 2020-Present
Researching and analyzing on new methods and processes in order to improve their systems.
Finding the right social media marketing strategy, creating content and analyzing the performance.
Managing and coordinating the events and personnel.
Assisting and organizing all the meetings.
In charge of the recruitment process.

Sales/Accounting Internship - GECECO Sal _ Hazmieh June 2019-Aug 2019

Accounting Department

Assisting on all the money entry, debit and credit operations, distribution of salaries and learning new skills when it comes to accounting.

Sales Department

Assisting on all the sales that were happening, learning the art of negotiation and showing different ceramic catalogues to clients.

Host - Select Agency _ Monot, Ashrafieh.

April 2019-September 2020
Hosted many events from weddings to educational seminars.

Administration Assistant - Professional Center of Mediation – CPM USJ.

October 2018-January 2019
Managing the bureau after hours, printing documents and assisting different seminars related to mediation.

Group Leader Private Club – Dekwaneh

July 2017-September 2017
Organized games and events for four groups of different ages for the summer groups.

Private Tutor

September 2014-Present
Tutor for elementary and secondary students.
October 2020-Present
Tutoring for a special kid with needs.

EDUCATION

Saint Joseph University-ASHRAFIEH/ IAE de Tours- France

September 2021-Present
Undergoing a Master's degree in Business Management- Marketing Specialization

Saint Joseph University-ASHRAFIEH

September 2017 – June 2020
Bachelor's Degree in Business & Management.

College des Soeurs des Saints-Cœur (SSCC)-SIOUFI

– June 2017
French Baccalaureate in Sociology & Economy.

SKILLS

Microsoft Office: Word, Excel, PowerPoint and Access
Personal Communication Skills
Conflict Resolution
Organisational Skills

LANGUAGES

Arabic Mother Language
French Fluently Read Written & Spoken
English Fluently Read Written & Spoken
Spanish Beginner