

Karim Ghazleh

Communication Officer | Sales and Marketing

Address: Saida, Lebanon | **Phone:** +961 76601739

Email: ghazlehkarim@gmail.com | **Nationality:** Lebanese



Summary

A dedicated and creative Communication Officer with 8+ years of experience in the NGO, event planning, marketing and media industries. Proven record of developing strong media relations to reach out to the public on a large scale. Effective leader who performs well in a collaborative environment with managers, clients and coworkers. Adept at seeking opportunities to enhance the reputation of a brand, and coordinating publicity events as required. Seeking to work in a managing, sales, insurance, or marketing position in an environment that is conducive to my intellectual, professional, and personal growth, where I can contribute significantly to the growth of the team/organization with strong experience and expertise leading to success.

Experience

Communication Officer & Field Facilitator – 2021 to Present

Developmental Action Without Borders NGO, Naba'a, Across Lebanon

- Manage communication and media platforms while coordinating with partners and donors (reports, guidelines, system improvement)
- Conduct field visits across Lebanon, and accompany donors and audit in the field while coordinating campaigns across Lebanon and the Arab Nation
- Develop Annual Reports while undergoing a successful interview by HQAI, a Swiss organization that specializes in auditing that meets the ISO standards
- Research, prepare fact-checking, edit, and produce professional media and communication materials for various audiences while ensuring their timely dissemination and amplification

Freelance Cars & Real-Estate Broker – 2018 to 2021

- List client homes, cars or property for sale and show the property or car to the buyer while representing buyers and searching for properties to meet clients' needs and budgets
- Advise home sellers on how they better prepare their home for listing and showings while supervising property showings and negotiating the final sale prices
- Help buyers locate properties within their desired geographical area, price range and other criteria while assisting them when visiting properties
- Answer customer questions about cars, financing and purchase process while accompanying customers on test drives, and collecting licenses and documentation beforehand per best practices

Freelance Event Planner – 2017 to 2021

- Create marketing campaigns for an event, coordinate halls and event materials while planning local festivals and food markets, and organizing private events
- Coordinate networking & sponsors, organize suppliers, caterers, staff, and entertainment while managing the set-up, tear-down, and clean-up operations
- Coordinate all logistical elements of an event while anticipating attendee needs and making preparations against potential risks
- Identify clients' requirements and expectations for each event and brainstorm event concepts and themes while preparing event budgets and processing invoices

Photographer & Editor and Events Organizer – 2015 to 2017

Samir Studios, Saida, Lebanon

- Work closely with event producers to create a timeline for the event and determine the best locations for photographing certain aspects of the event
- Coordinate with other event staff, such as event managers and coordinators to ensure that all aspects of the event are managed smoothly

- Listen attentively to customer requests and keep records of these requests while managing and budgeting customers' finances, and selecting an appropriate venue suitable for a certain type of event
- Attend and monitor activities to ensure client satisfaction, review bills and approve payments while organizing audiovisual equipment in advance

Education

Bachelor of Business Administration in Business Management – 2023

Lebanese International University, Saida, Lebanon

Certifications

Certificate of Attendance: Introduction to Digital Journalism – 2023

REUTERS

Certificate of Attendance: Fraud Prevention – 2023

Humanitarian Leadership Academy

Certificate of Attendance: Project Management implemented in Slovenia (Erasmus+) – 2022

Institute Circle

Certificate of Attendance: Youth Shaping the World Project implemented in Slovenia (Erasmus+) – 2022

Institute Circle

Certificate of Attendance: Capacity-Building on Human Rights implemented in Lebanon – 2022

European Union

Certificate of Attendance: Photography Workshop – 2016

Alnahar Academy

Skills & Expertise

- | | |
|--------------------------------|----------------------------|
| • Leadership | • Employee Training |
| • Team Management | • Negotiations & Contracts |
| • Communication & Negotiations | • Policies & Procedures |
| • Market Research | • Microsoft Office |
| • Business Development | • Creativity |
| • Problem Solving | • Digital Marketing |
| • Project Management | • Adobe Photoshop |
| • Customer Service | • Premiere Pro |
| • Organization | • Marketing and Sales |

Languages

Arabic: Native | **English:** Fluent