

# SARAB BASHNAK

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## PROFILE

Highly creative and ambitious individual seeking a job opportunity in a progressive institution that allows me to use and strengthen my interpersonal skills, academic knowledge and experience. I strive to achieve professional excellence with active participation, perform team-oriented task, and take immediate challenges and deliver valuable results to meet the company's objective thereby contributing to the success of the company.

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## WORK EXPERIENCE

### **Freelance Guest Relation Specialist at Beit Toureef - Gemayzeh**

2024 - Present

- Contact travel agencies, embassies, and festival organizers to introduce them to the guesthouse. Provide them with information about the guesthouse's offerings, including pricing and discounts. Additionally, highlight the unique food services available and negotiate special pricing arrangements.

### **Sales Manager at Ccs Lebanon - Batloun Chouf**

2023 - Present

#### *Marketing & Advertising Section:*

- Analyzing consumer behavior and identifying customer personalities.
- Developing advertising strategies to enhance buyer interest in the service provided, while overseeing all marketing activities such as strategy development, budget management, and goal setting within the organization.

#### *Real Estate Section:*

- Gathering client information on desired home features, finances, and neighborhood preferences. This includes contacting landowners for property details and connecting them with potential buyers if needed.
- Growing our customer base through lead generation, and partnerships with other real estate professionals for future collaborations.

### **Administrative Assistant Internship at Beam NGO - Chouf**

Jan 2024 - April 2024

- Supported program staff through administrative tasks such as report preparation, document drafting, and meeting coordination. Also served as a reliable point of contact, promptly responding to inquiries and maintaining effective communication channels with partners and the public.

- Successfully coordinated diverse NGO events with expertise in event planning and execution. Oversaw logistics, coordination, and ensured seamless event operations. Additionally, served as an outreach coordinator, actively engaging with individuals and groups to establish connections and foster relationships on behalf of the organization.

## **VOLUNTEERING EXPERIENCE**

### **Content Creation & Social Media Managing at Beam NGO - Chouf**

2022 - Present

- Developed engaging and informative content focused on child protection and other relevant topics for the NGO. This involved conducting research to raise awareness and promote the organization's mission.
- Effectively managed all social media accounts for the NGO, ensuring a consistent online presence and engaging with the target audience.

### **Member in Beam Youth Club at Beam NGO - Chouf**

2022 - Present

- Strategically plan and execute on-site activities that directly target children, integrating UNICEF's child protection guidelines.
- Spread awareness about children's rights by actively strengthening children's skills and abilities, ensuring their holistic development.

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## **EDUCATION**

### **Lebanese University – Faculty of Economics and Business Administration – Aley Campus**

2023 / Present

Bachelor Degree in Business Administration

### **Batloun Official Secondary School**

2019 / 2023

Lebanese Baccalaureate-LS

### **Batloun Official Intermediate School**

2011 / 2019

Lebanese Official Exams

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## **SKILLS**

### **Personal skills**

- Leadership
- Communication
- Problem-solving
- Decision-making
- Teamwork & Time Management

### **Technical skills**

- Microsoft Word, Excel, PowerPoint
- Typing speed
- Design & Image Editing
- Analytical skills

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## CERTIFICATES & AWARDS

- “Social Media & Marketing Training Program” with **Dot Lebanon** in partnership with **Al-Ghurair**
- “Call Center Training Program” with **Dot Lebanon** in partnership with **Al-Ghurair**
- “Mobile App Development Training Program” with **Dot Lebanon** in partnership with **Al-Ghurair**
- “Emotional Intelligence Training” with **Rural Entrepreneurs** in partnership with **UNICEF**
- “Digital Media Literacy Training” with **Dot Lebanon** in partnership with **Al-Ghurair**
- “Internet of Things Training-IOT” with **Dot Lebanon** in partnership with **Cisco Network Academy**.
- “Robotics Online Training Program” with **Dot Lebanon** in partnership with **Al-Ghurair**.
- “DOT Youth Summit 2023: The Future is Youth” under the **Daring to Shift Project**, in partnership with the Government of Canada through **Global Affairs Canada**.
- “Artificial Intelligence Training” by **Saya Training and Consultancy** part of **UNICEF’s Generation of Innovation Leaders Programme (GIL)**
- “Social Impact & Corporate Sustainability Webinar” by **Centre MINE** (Careers, Innovation and Entrepreneurship Center) at **Lebanese University**
- “Design Thinking & Business Development Training” by **The Nawaya Network** part of **UNICEF’s Generation of Innovation Leaders Programme (GIL)**.