



## WORK EXPERIENCE



### **social media manager| freelancer 2020-ongoing**

- managed multiple Instagram and TikTok accounts
- regular posts, stories, bio-update, stories highlights updates.
- optimizing reach and ensuring a well organized and aesthetic account.



### **Waitress | Grand Factory Lebanon 2020 - 2021**

### **Waitress | Avolique 2023**

- Creating a welcoming atmosphere
- Managing multiple orders efficiently using tracking software.



### **Makeup artist| Freelance 2017 - ongoing**

- professional service.
- Maintained workspace cleanliness and functionality.
- Extreme focus abilities and attention to details.
- managed a successful business and social media presence.



### **.Hostess| Lebanese hostesses Private agency 2021-2022**

- Managed appointment scheduling and calendar.
- Provided client and visitor support.
- Handled incoming phone calls, email inquiries as well as data entry.

## EDUCATION HISTORY



### **Bachelor's degree in Marketing| ongoing**

Lebanese University

- learning the basics of Customer Relationship Management, Communication, Behavior, Business and Advertising.

## CERTIFICATIONS



### **Advanced digital marketing and e- commerce certificate | Ongoing**

**Foundation of digital marketing and e-commerce | 2023**

**Professional makeup artistry AOFM | 2023**

**Model United Nations LAU | 2017-2018**

**Model United Nations LAU advisor | 2018-2019**

# DONA MARIA ABIRACHED MAKEUP ARTIST

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file:///C:/Users/abira/Downloads/digital%20portfolio.pdf

## RELEVANT SKILLS

Stress management	<div></div>
Social Media	<div></div>
Communication	<div></div>
Management	<div></div>
teamwork	<div></div>

## LANGUAGES

English	★★★★★
Arabic	★★★★★
French	★★★★☆

## VOLUNTEER WORK

- Lebanese Red Cross| youth department |2018-2019**
- Eco-club | university of Balamand; logistics |2021-2022**
- Offer joie| 2010- 2015.**