

+961 76079308

Karim Jabbour

jabbkarim@gmail.com

Education

Notre Dame University - NDU, Main Campus, Lebanon

2020 - 2023

Bachelor of Business Administration - Management - AACSB Accredited

Jesus and Mary School, Rabweh, Lebanon

2015 - 2018

High School - Life Science

Work Experience

Crackwits, Kuwait, Remote - Junior Project Manager

2023 - Present

- Conducted extensive research on competitors, gathering crucial market insights and trends to inform strategic decision-making processes
- Assisted senior project managers in creating compelling pitches for new clients, showcasing the company's services and expertise effectively
- Collaborated closely with cross-functional teams to ensure seamless project coordination and successful project delivery
- Stayed abreast of digital technology trends, incorporating innovative approaches into content creation and communication strategies
- Collaborated effectively with multiple departments to stay informed about new products and features

Live Love Beirut, BDD, Lebanon - Intern

2022

- Worked in administration and led grant compliance, policy checking and implementation, and communicated directly with donors to raise funds
- Held the role of executive assistant to the director of operations, took part in meetings and documented them, assisted in day to day operations of the organization
- Launched two country-based campaigns “UNDP - CF Academy” and “Ahla Bhal Taleh” in association with the ministry of tourism

Librairie Jabbour, Dora, Lebanon - Clerk

2016 - 2022

- Organized storage and stock levels for an easier workflow and immediate retrieval of items
- Fostered community growth, responded to customer inquiries, and monitored online feedback, contributing to enhanced brand awareness and customer satisfaction
- Curated an online platform (WhatsApp Business) to ease the customer experience of online shopping

Certifications

- **Google Digital Garage:** The Fundamentals of Digital Marketing **2022**
- **Lebanese American University:** 2nd place award winner, 19th Annual Arts and Science Fair – LAU Remote - Controlled Robot Sumo Programming Competition **2017**
- **Renault: Road Safety, Safety and Mobility for all:** Road assessment and installment of road signs - Used social media to increase youth road safety awareness **2016 - 2017**

Community Service

HTEC Club, NDU, Lebanon

2020 - 2022

- Produced engaging content for the club's social media platforms, enhancing online presence and community engagement
- Successfully secured multiple sponsorships to meet the club's fundraising goals by leveraging effective networking skills

Saint Vincent de Paul, Cornet Chehwan, Lebanon

2015 - 2017

- Helped the organization with the sale of their products through packaging the orders, assisting the customers, and increasing the visibility of the NGO

Interpersonal Skills	Leadership, Effective Communication, Research, Teamwork and Team Building
Technical Skills	Programming: C, C++, Assembly, Data Base I, HTML, CSS, JavaScript Microsoft Office: Word, Excel, PowerPoint
Languages	Arabic: Native – English: Fluent – French: Intermediate