

# RASHA SAYED

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I am a hard worker with a strong ability to integrate and comprehend various systems, fast to adapt, punctual, and accurate. When approaching any matter professionally I always prioritize practicality and proper time management to provide safe and pragmatic results. To me, all details matter -especially small ones-, hence I make sure to treat each task with the required attention it deserves. As for being a part of a team, I am team-oriented with a strong tendency to develop solid relationships with clients, co-workers, administration, and local agencies.

## EXPERIENCE

**APRIL 2021 – JUNE 2021**

**VOLUNTEER, KAFA**

- Interview candidates
- Research and analysis
- PowerPoint presenter

**JULY 2021 – AUGUST 2021**

**INTERNSHIP, KHADDIT BEIRUT**

- Assisted the social media coordinator
- Established a LinkedIn account
- Prepared social media strategies
- Posted relevant topics on social platforms

**DECEMBER 2021 – MAY 2022**

**TELESALES EXECUTIVE, EXCLUSIVE MANAGEMENT**

- Provided fast and accurate identification of customers' needs
- Showed strong interpersonal skills
- Foster team approach to achieve monthly objectives and targets as well as independent targets
- Build strong client relationships to ensure all accounts grow to their maximum potential
- Possess strong selling techniques and effective negotiation and influence skills
- Recording information through account managing system

**JUNE 2022 – PRESENT**

**DATA ENTRY CLERK, AUBMC/ American University of Beirut Medical Center**

- Transfer data to computer files
- Verify data by comparing it to source documents
- Update existing data

Retrieve data from the database as requested  
Perform regular backups to ensure data preservation  
Sort and organize paperwork after entering data to ensure its safety  
Research and obtain further information for incomplete documents

**SOCIAL MEDIA MANAGER, AUBMC/ American University of Beirut Medical Center**

Implemented a successful social media strategy  
Develop social media content that aligned with overall branding and marketing goal  
Drafted content across various social media channels  
Monitored and managed Twitter and Instagram to build a brand presence  
Used a content calendar to coordinate upcoming social media posts  
Created images and infographics for use on social media accounts

## EDUCATION

**2018-2021**

**MEDIA STUDIES, AMERICAN UNIVERSITY OF BEIRUT**

Bachelor of Arts in media and communication

**2015-2017**

**BACCALAUREATE, LEBANESE BROTHERS SCHOOL**

Lebanese Baccalaureate, Official in 2017

## SKILLS

- Soft Skills: Leadership, Communication, Organization, Team-Building, Creativity, Customer Service, Marketing.
- Computer literacy.
- Manage well under stress.
- Language: Fluent in English and Arabic (writing, reading, and speaking).
- Able to operate a vehicle.

## HOBBIES

I take great interest in sports, especially running because it gives me a sense of freedom that I like, no less than that I like hanging out with friends and family. I try constantly to challenge myself through many forms of educational yet fun activities that go from learning new things to entering an opposition. (Excluding useless challenges that would threaten others and me).

**REFERENCES:** Available upon request.