

Mohammad Shamieh

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Marketing and Events Coordination

An organized and detail-oriented professional with a solid background in administrative and event coordination. Experienced in managing calendars, meetings, travel arrangements, and confidential records to ensure efficient office operations. Strong communication and interpersonal skills enable effective collaboration with stakeholders, delivering results within budget and timelines while thriving in fast-paced environments.

EDUCATION

Bachelor's in Marketing / *Lebanese International University* | Lebanon |

October 2020 – October 2022

WORK EXPERIENCE

Events Coordinator, Key Media, United Arab Emirates (August 2023 – April 2024)

- Coordinate all aspects of events, including venue selection, catering, entertainment, and decor. Develop event timelines and schedules to ensure all elements are executed smoothly. Oversee setup, breakdown, and logistics during events.
- Coordinate event logistics, including transportation, accommodations, and equipment rentals. Ensure compliance with health and safety regulations and obtain necessary permits and licenses.
- Develop event budgets and monitor expenses to ensure adherence to financial constraints. Negotiate with vendors to secure competitive pricing and cost-effective solutions.
- Assist in the development of event marketing materials, such as invitations, promotional flyers, and social media posts. Coordinate with marketing teams to promote events through various channels.

Administrative Officer, Creative Link Service, United Arab Emirates (March 2023 – July 2023)

- Oversee day-to-day office operations to ensure efficiency and productivity. Manage office supplies inventory and place orders as needed, maintain office equipment and coordinate repairs or replacements.
- Provide comprehensive administrative support to executives and other staff members, prepare, and edit correspondence, reports, memos, and emails. Handle incoming and outgoing mail and packages.
- Schedule and coordinate meetings, appointments, and events. Manage calendars for senior staff and resolve scheduling conflicts. Prepare meeting agendas, take minutes, and distribute them as required.
- Assist in the planning and execution of special projects and events. Coordinate with various departments to ensure project deadlines are met. Monitor project progress and provide regular updates to stakeholders.

TRAININGS

The Fundamentals of Digital Marketing | Google Garage | September 2022.

Leadership, Needs Assessment, Non-Violence, Human Rights and Peace Building | 2020.

SKILLS

- Strong Communication Skills:** Effective written and verbal communication, facilitating clear and concise information exchange within team environments and with external stakeholders.
- Active Listening:** Adept at active listening, ensuring a comprehensive understanding of others' perspectives and needs, leading to improved collaboration and problem-solving.
- Independent and Team-Oriented:** Capable of working both independently, demonstrating self-motivation and initiative, and collaboratively as part of a team, contributing effectively to group objectives and fostering a positive team dynamic.

LANGUAGES

Arabic (Native), English (Excellent)

