

Imane Al Samad

Economist | International Finance Analyst | IATA | Executive Assistant | Customer Service

Location: Lebanon | Phone: +961 (76) 956-228 | LinkedIn: linkedin.com/in/imane-samad | Email: Imane.Samad21@gmail.com

LANGUAGES

English, French, Arabic – Excellent
Italian, Spanish – Good

SKILLS

Microsoft Office 365:
Excel, Word, PowerPoint, Publisher, Access

Business Intelligence and Automation:
Power BI, Excel VBA

Customer Relationship Management:
HubSpot CRM

Global Distribution Systems:
Amadeus, World Span, Saber

Statistical Analysis:
Stata

Photo Rendering:
Adobe Photoshop CC, Illustrator CC

Programming
HTML, CSS, Bootstrap, JavaScript, ECMAScript, TypeScript, Node.js, Python, Express.js, Git

INTERESTS

Coding, workout, playing basketball, reading – watching movies, playing chess, hiking, listening to music

EXPERIENCE

Senior Public Relationship Manager

Led the development and implementation of strategic communication plans to enhance and protect the company's reputation. Managed media relations, and oversaw PR campaigns to ensure consistent messaging across all channels. Worked closely with senior leadership to identify opportunities for positive publicity.

Direct Trading Technologies

MAR 2022 – JUL 2024

Research Analyst

Gathered, scrutinized, and validated data to derive meaningful insights. Employed statistical and analytical tools to identify patterns, elucidate economic phenomena, extract intelligence, and predict trends.

Teaser Research Company

MAY 2022 – FEB 2024

Executive Virtual Support Specialist

Organized events, negotiated deals with suppliers, followed up with partners, collected daily news, managed social media, wrote articles, proofread/translated documents, recruited candidates, and marketed the company.

Charity Donation Foundation

JUL 2021 – DEC 2021

Social Media and Marketing Intern

Generated content, fostered member engagement, handled social media management, and maintained a robust online presence for the company.

IBERA

MAY 2021 – JUN 2021

Lead Generator Specialist

Formulated strategies to broaden prospect reach, conducted feasibility studies during the pre-campaign phase, researched new markets, built relationships with potential customers, and identified/solved problems related to newly acquired customers.

Classipie

APR 2021 – JUL 2021

Academic Partnerships Manager

Collaborated closely with other Partnerships Managers to establish a healthy mutual business connection. Contributed to the development and implementation of partnership strategic plans, offering guidance and expertise to teachers and mentors. Worked in conjunction with the marketing team to stimulate recruitment.

Oktopi.ai

APR 2021 – JUL 2021

Cross-Disciplinary Tutor

Taught a variety of subjects to students ranging from elementary to university levels.

Private, Teach-Up Center

JAN 2012 – MAY 2019

Banking and Financial Services Intern

Examined monetary flow and conducted a thorough study of bank reconciliations, expanding my understanding of financial transactions and ensuring accurate accounting records.

Central Bank of Lebanon

AUG 2018 – SEP 2018

Executive Customer Service and Insurance Travel Coordinator

Promoted and marketed the business, addressed customer queries and complaints, offered advice regarding visas or passports, planned and sold insurance and holidays, and met profit and sales targets.

Arab Travel

JUL 2017 – JUL 2019

EDUCATION

OCT 2019 – AUG 2021 Masters in International Economics and Finance

Lebanese University

OCT 2016 – JUL 2019 Bachelor in Economic Sciences

Lebanese University

NOV 2016 – JUL 2017 Foundation in International Air Transport Association
(Certified from IATA in Montreal, Canada)

City University

MEMBERSHIP/VOLUNTEERING

Lecturer within Steps to Success Program

Lecturing in institutions as part of Google's initiative to teach digital marketing.

INJAZ – JA WORLDWIDE

JAN 2018 – JAN 2020