

SHERINE BADREDDINE

Sherine.badreddine@gmail.com • +961 76 647 824 • Administration Assistant

EDUCATION

Lebanese International University, Beirut
Bachelor of Business (Marketing)

2019 - 2021

PROFESSIONAL EXPERIENCE

NOVO, Jnah

Jan 2025 - Present

Showroom Manager & Social Media Handler

- Ensure a smooth customer experience and handle inquiries.
- Provide excellent customer service and drive sales.
- Oversee daily operations and maintain showroom presentation.
- Create and manage engaging content for social media platforms.
- Monitor social media engagement and interact with followers.

Spearhead Agency, Dekwaneh

Sep 2022 - Nov 2024

Junior Account Executive

- Managed client accounts, overseeing day-to-day social media operations and ensuring consistency across platforms.
- Supported content creation by brainstorming ideas, supporting content briefs, and crafting compelling stories using Canva.
- Enhanced community engagement through proactive management and responsive customer service.
- Set up, monitored and optimized ads on Meta, X, and Google Ads to support client campaigns.
- Collaborated with internal teams and clients on marketing strategies and presentations.
- Utilized Mailchimp to design and schedule email campaigns.

Morico, Beirut

June 2023 - Present

Freelance Social Media Specialist

- Created targeted social media content, aligning with client goals to boost online presence and engagement.
- Managed and optimized social media ad campaigns, driving significant growth in brand visibility and lead generation.
- Partnered with key influencers to expand brand reach, resulting in a noticeable rise in followers and engagement metrics.

EnergyOne, Beirut

June 2023 - Present

Social Media Marketing Consultant

- Created targeted social media content, aligning with client goals to boost online presence and engagement.
- Managed and optimized social media ad campaigns, driving significant growth in brand visibility and lead generation.
- Partnered with key influencers to expand brand reach, resulting in a noticeable rise in followers and engagement metrics.

Customer Service

- Provided prompt and efficient responses to customer inquiries via various communication channels.
- Resolved complaints and delivered effective solutions to ensure high levels of customer satisfaction.
- Managed customer accounts, updated records, and handled billing inquiries with precision.

CERTIFICATES

- [Google Analytics](#)
- [Meta Community Manager](#)

SKILLS

- Client Relations: Communication, Collaboration, Presentation Skills & Reporting.
- Technical Skills: Microsoft Office Suite, Project Management Tools (COR).
- Soft Skills: Communication, Teamwork, Problem-Solving, Time Management, Organization.

LANGAUGE

- English (Fluent)
- Arabic (Native)