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SUMMARY

Dynamic and results-driven Events and Project Manager with over 6+ years of experience in orchestrating high-impact events and managing multifaceted projects from conception to execution. Proven track record in coordinating logistics, managing budgets, and leading cross-functional teams to deliver exceptional experiences that align with client objectives.

EXPERIENCE

- **Project & Event Manager / 2021- Present**
Fadi Fattouh - Wedding and Event Designer – Beirut, Lebanon
 - Create a detailed plan for the project, including timelines, schedules, and task assignments.
 - Track work, delegate tasks, and ensure that the project meets quality standards.
 - Check that the project deliverables meet the project plan.
 - Propose ways to improve event management and outcomes.
 - Coordination of event elements such as lighting, centerpieces, flowers, and tableware.
 - Graphic and photographic design/editing.
 - Identify potential risks and develop strategies to mitigate them.
 - Present event proposals to clients and management for approval.
- **Administrative Manager / November 2023 – May 2024**
Majdi Obaid Lifestyle Academy – Beirut, Lebanon
 - Client communication to ensure order satisfaction and results.
 - Design and editing of PowerPoint presentations.
 - Coordination with the delivery company to ensure smooth operations.
 - Creation of Excel files for all new clients added to the system.
 - Identify opportunities to improve a business' policies or objectives.
 - Implement policies and procedures and update them as needed.
- **Sales Consultant / June 2020 – Present**
Securite Assurance – Beirut, Lebanon
 - Develop and maintain strong relationships with clients to understand their needs and provide tailored solutions.
 - Identify new business opportunities through prospecting, networking, and referrals.
 - Conduct sales presentations and product demonstrations to highlight the features and benefits of our offerings.
 - Negotiate terms and agreements with clients, ensuring mutually beneficial outcomes.
 - Manage the sales process from lead generation to closure, including follow-up and post-sale support.

EDUCATION

- **Bachelor's degree in Business Management / Advertising**
American University of science and Technology – Lebanon, Beirut

SKILLS

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| ▪ Communication. | ▪ Management skills. | ▪ Planning. |
| ▪ Adobe Illustrator. | ▪ Public Speaking. | ▪ Problem-solving. |
| ▪ Multitasking. | ▪ Adobe After Effect. | ▪ CRM Software. |
| ▪ Logotype. | ▪ Team Leading. | ▪ Adobe XD. |