

# Lina Saadoun

An ambitious business management graduate who is excited to learn about new materials every day and tries to create new ideas to apply in real life. Always wants to improve and give innovative solutions to problems by looking at them from a new and different perspective.

**Nationality:** Lebanese

**Age:** 24

**Gender:** Female

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## Work Experience:

### ➤ Surdesk Design:

#### Internship as Social Media Accounts Manager

*(February 2024 – February 2025)*

- Managed and scheduled content across Facebook and Instagram ensuring brand consistency and audience growth.
- Enhanced social media engagement through strategic content planning and audience engagement.
- Analyzed performance metrics and market trends, using data-driven insights to refine strategies and drive revenue growth.
- Collaborated with a cross-functional team, overseeing social media operations, content strategy, and campaign execution to achieve business objectives.
- Collaborated with senior leadership and clients, presenting reports and recommendations to improve decision making.

- **Rawdat Al Fayhaa School:**  
**Apprenticeship in the Accounting, Sales & Stock Departments**  
*(June 2023 –August 2023)*

**Accounting & Data Management:**

- Utilized accounting software (Softwave, eSchool) to audit and verify financial receipts, ensuring data accuracy.
- Organized and categorized receipts for efficient record-keeping and document retrieval.

**Inventory & Sales Coordination:**

- Conducted stock assessments by recording product quantities, maintaining detailed inventory reports, and transcribing data into Excel spreadsheets for facilitated financial tracking and analysis.

**Cross - Departmental Collaboration:**

- Collaborated between the accounting and sales & stock departments to ensure accurate data flow, supporting financial decision making and operational planning.

**Operational Efficiency:**

- Improved documentation accuracy and reporting efficiency, facilitating better financial oversight for the management team.

- **Mazaji Resto-Café:**  
**Assistant Restaurant Manager**  
*(2020 – Present)*

- Oversee customer service operations, ensuring high-quality guest experiences and quick decision making to enhance customer satisfaction.
- Manage daily operations, fostering a productive work environment that optimizes team performance, workflow efficiency and service standards.
- Implement process improvements to enhance operational efficiency, contributing to the overall growth and success of the establishment.
- Coordinate between front of house and back of house teams, ensuring smooth communication, staff alignment and service consistency.

➤ **Supermarket Saadoun:**  
**Assistant Store Manager – Cashier – Salesperson**  
*(2020 – Present)*

- Led customer service operations, ensuring high levels of satisfaction and fostering long term customer relationships.
- Managed inventory control, performing stock assessments, and ensuring product availability and accuracy in stock records.
- Oversaw sales operations, supporting the sales team to achieve revenue targets and maintain a smooth sales process.
- Assisted in staff training and development, promoting a collaborative work environment to meet business objectives.

➤ **Alam Pharmacy:**  
**Inventory Clerk in Warehouse and Storage Department.** *(June 2021 – August 2021)*

- Packaged and prepared products for delivery, adhering to quality control and logistical standards to ensure on time delivery.
- Collaborated with the warehouse team to maintain an efficient storage system, minimizing errors and improving stock retrieval.

## Education:

➤ **Beirut Arab University**

Bachelor of Business Administration in Management *(2019-2023)*.

➤ **George Sarraf High School**

Lebanese Baccalaureate, Sociology-Economics *(2019)*.

## Certifications and Participations:

- Awarded **Meta Certified Digital Marketing Associate** certificate, demonstrating expertise in Meta technologies, business presence establishment, advertising fundamentals, ad creation and management, and performance reporting.  
*(October 28<sup>th</sup> 2024).*

- Participated and completed a **20-hour course in Social Media Marketing organized by Beirut Arab University – Continuing Education Center.** *(February 16<sup>th</sup> 2024 – March 22<sup>nd</sup> 2024)*
- Awarded **PMI Project Management Ready credential, demonstrating foundational knowledge in project management fundamentals, traditional plan-based methodologies, agile methodologies and business analysis.** *(February 23<sup>rd</sup> 2024)*
- Completed the **second edition of the NxL Youth Empowerment Program by attending the following 4 modules: AI Mastery, Empowering Entrepreneurs, Sustainability and Power of Data.** *(24<sup>th</sup> of October 2023 – 2<sup>nd</sup> of November 2023)*
- Contributed to the **Organization of the Inter-Cultural Dancing Show entitled “Sky Dream” in Beirut Arab University.** *(14<sup>th</sup> of January 2023)*
- Contributed to the **Organization of BAU Class of 2022 Graduation Commencement.** *(21<sup>st</sup> of June 2022)*
- Participated in **Coding and Entrepreneurship Program “STEP” as a part of the Community Service Project entitled “Code Your Success” implemented by AUB scholars under the USAID University Scholarship Program.** *(December 2018)*
- Participated in the **Twelfth GC LAU MUN Annual High School Conference.** *(2017)*
- Participated in the **AMAL Entrepreneurship Program with AIESEC in the American University of Beirut.** *(11<sup>th</sup> of July 2016 – 6<sup>th</sup> of August 2016)*
- Participated in the **5<sup>th</sup> LAU Model Arab League High School Conference.** *(2016)*

## Software Qualifications & Applications:

- Microsoft Office applications (**Word, Excel, PowerPoint, etc.**)
- Canva
- CapCut

## **Skills:**

- Creativity
- Analytical & Communication skills
- Strategic Planning
- Ability to work under pressure & multi-tasking
- Goal Oriented

## **Languages:**

- Proficient in **English (written, spoken and listening)**
- Proficient in **French (written, spoken and listening)**
- Proficient in **Arabic (written, spoken and listening)**

## **Personal Interests:**

- Reading.
- Topics in Climate Change.
- Topics in Business Management, Entrepreneurship, and Psychology.
- Photography and Filmmaking.
- Basketball.