

Nour El Tabch

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Career Objective

I am a highly motivated marketing graduate seeking a position to contribute my creative ideas and analytical skills to a successful team. Driven to learn and excel within a challenging and rewarding environment.

EDUCATION

American University of Beirut (2021-2024)
Bachelor of Business Administration - Marketing | Beirut, Lebanon

Saint Mary's Orthodox College (2006-2021)
Lebanese Baccalaureate in Economics and Sociology | Beirut, Lebanon

EXPERIENCE

Operations and Supply Chain Management Internship (June 2024)
Goodies | Beirut, Lebanon

- Utilized Microsoft Navision ERP to manage supply chain operations.
- Maintained inventory management, tracked new product opportunities, and handled deliveries and returns.
- Created new item tickets and generated reports to ensure accurate data and efficient operations.

Marketing Internship

(June-August 2024)
Sheyaaka | Beirut, Lebanon

- Created content for TikTok, Instagram, and Facebook to engage followers.
- Designed, prepared, and scheduled emails.
- Provided ideas for website banners.
- Created push notifications for the app.
- Oversaw photoshoots to ensure high quality visual content.
- Managed influencer marketing campaigns to increase brand exposure.

Freelance Marketing

2024-Jan 2025) (Sept
Hoodiroo | Beirut, Lebanon

- Managed social media accounts on Instagram, Facebook, and TikTok.
- Coordinated influencer marketing campaigns to enhance brand visibility.
- Created engaging content for TikTok to attract and retain followers.

Business Performance Internship

2025-Present) (March
ELIE SAAB | Beirut, Lebanon

- Updated and maintained weekly, monthly, and yearly business performance data in Excel.
- Extracted raw data from SAP and transferred it to Excel for further analysis.
- Cleaned and organized data to ensure accuracy and consistency.
- Analyzed business performance trends and provided insights for decision-making.
- Assisted in generating reports based on data analysis for management review.

EXTRACURRICULAR ACTIVITIES

SAINT MARY'S ORTHODOX COLLEGE

- Health and Environmental Club Team member
- Member of the senior design committee

AUBMC | AUB

- Completed community service in AUBMC
- Attended a self-exploration workshop at AUB and received an award for it
- Received an AUB OUTDOORS 2024 team member certificate

GOOGLE

- Received a Google certificate of Fundamentals of Digital Marketing

Volunteer Work

- Participated in a beach clean up campaign "Save Our Face", an initiative by the Ministry of Environment in Lebanon
 - Partook in cultural awareness day organized by an NGO for orphaned children
 - Feed The Need - Orphan Shour Event
 - Wrapped in Dignity - Prepared iftar in boxes
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Skills

Languages: Fluent in English and Arabic

Computer Skills: Proficiency in MS Word, Excel, Canva, and PowerPoint

Soft Skills: Quick learner, communication, time management, problem-solving, teamwork, creativity, analytical thinking

Interests: Volunteering- Fitness- Baking