

# Tima Al Koush

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## Summary

A highly organized and detail-oriented professional seeking a position in administration, coordination and support, HR and operations.

## Work Experience

**Account Manager** | BOLD Creative Media Agency, Beirut 2024-present

- Manage and optimize multiple social media accounts, ensuring daily content publication.
- Organize and delegate tasks with team members to ensure timely project delivery.
- Manage client relationships, aligning with brand objectives.

**E-commerce Specialist** | HST CO., Beirut 2022-2023

- Managed the GS retail website, by uploading collections of apparel brands and categories.
- Optimized web content using Magneto e-commerce and Microsoft Dynamics platforms.
- Increased web traffic, coordinated with marketing and agencies for photoshoots and editing.

**Digital Content Producer** | A2Z Media Agency, Remote 2021-2022

- Developed and implemented social media content strategies and calendars for clients in five industries (fashion, medicine, hospitality, food and beverage, and automobile) across Qatar and the UAE.
- Created engaging English and Arabic copy for digital marketing campaigns.
- Executed monthly reports, analyzing data and boosting engagement by 70%.

**Content Specialist** | Toters, Beirut 2020-2021

- Managed the data input of retail and grocery items into the Toters customer app, updating over 100 new items daily. Trained new team members on the work process.

## Education

**Lebanese University - Faculty of Information**, Beirut

- **Master's degree (M1)** in Corporate Communication 2024
- **Bachelor's degree** in Public Relations & Advertising 2019

## Internship & Volunteer Experience

**Event Coordinator Volunteer** | AMIDEAST, Beirut 2024

- Coordinated educational and interactive workshops at the American Corner of Beirut, leading to positive feedback from attendees.

**Conferences Intern** | United Nations - ESCWA, Beirut 2019

- Assisted in organizing meetings, conferences, and events with administrative and logistic support. Aided the desktop publishing unit in drafting summary briefs.

## **Skills & Languages**

- **Computer Skills:** Proficient in MS Office 365 & Google Apps, Slack, and Clickup.
- **Languages:** Fluent in English and Arabic (speaking, writing, and reading).

## **Certifications**

- Digital marketing Foundations (DOT NGO, Lebanon, 2024)
- HR & Digital Transformation (LinkedIn Learning, 2023)
- Co-organizer for event “The Moderation Pact to Build a State in Lebanon” (USJ, 2022)
- Communication & Positive Leadership (Blom Shabeb, 2018)

## **References**

- Available upon request.