

RANA HONEINI

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Location: Beirut, Lebanon | Nationality: Lebanese

Date of Birth: 23.04.2001

Portfolio: <https://www.behance.net/ranahoneini>

Professional Summary

Dynamic Operations Manager with expertise in graphic design. Skilled in leading teams, managing projects, and delivering creative solutions across visual identity, branding, social media marketing visuals, and website design. I'm passionate about combining strategic leadership and innovative design to achieve business and client goals.

Work Experience:

Operations (2022 – Present)

- **Operation Manager**

Hamadeh Travel & Tourism – Beirut

- Led the agency team and managed all departments.
- Handled supplier deals and new partnerships.
- Managed the agency's visual brand and marketing, including website design, social media, and setting the marketing plan.
- Handled all daily financial tasks, like processing payments and maintaining clean records.

- **Technical Execution Officer**

Surv Linguistics – Offshore/Remote

- Managed and optimized document workflows.
- Conducted final Quality Assurance (QA) checks.
- Executed technical analysis using Translation Memory tools (like MemoQ and Phrase).
- Performed specialized document formatting (DTP) for all Word and PowerPoint files.
- Designed and structured presentations.

- **KSA Embassy Delegate**

Arabian Travel & Tourism – Beirut

- Managed the entire application workflow, including data entry, file preparation, and the physical submission of passports and documents to the Embassy.
- Performed Quality Assurance (QA).
- Maintained strong supplier relations.
- Oversaw daily financial tracking and administration.

Graphic Design (2021 – Present)

- **Freelance Graphic Designer**
 - Created and managed the brand's visual identity (logos, branding, and digital media) to help the agency stand out.
 - Executed all Graphic Design work, including web, social media, and print materials.
 - Expert user of the full Adobe Creative Cloud (Illustrator, Photoshop, Premiere Pro) for design and video editing.
- **Graphic Designer**
Top Designs HD – Beirut
 - Assisted in creating visual assets for digital and print media, supported branding efforts.
 - Collaborated with the design team to deliver high-quality designs within project deadlines.

Key Skills:

Operations Management, Team Leadership, Financial Administration, Business Development, Graphic Design, Branding & Visual Identity, Web Design, Workflow Optimization, Desktop Publishing (DTP), Quality Assurance (QA), Adobe Creative Cloud Proficiency.

Education:

- **Lebanese University (2024-2025)**
M1 in English Language & Literature
- **Lebanese International University (2019- 2022)**
BA in English Language & Literature
- **ITAJ – Hariri Vocational Institute (2022-2023)**
TS2 in Graphic Design

Languages:

Arabic - Native
English – Proficient

References:

Available upon request