

Zad Kojok

+ 961 70620917

Beirut, Lebanon

zadkojok@outlook.com

EDUCATION

Beirut Arab University, Beirut, Lebanon

June 2022

BBA with concentration in Marketing

Rafic Hariri High School, Sidon, Lebanon

2019

Sociology and Economics, Lebanese Baccalaureate

CERTIFICATIONS

- **Digital Marketing Intensive Course**
Currently participating in an Intensive Digital marketing course CPD accredited from the UK, with worldwide recognition for unmatched credibility.
- **Career Counseling**
Participated and completed the program titled “Career Counseling” organized by the Human Resource department of BAU
- **Advanced digital marketing**
Participated and completed a 12 – hour online course in Advanced Digital Marketing organized by the Center for Continuing & Professional Education Given by Mr. Eddy Younan Established by: Beirut Arab University
- **Career planning: Your Career, your life**
Successfully completed an online course authorized by Macquarie University and offered through Coursera. Given By Alena Soboleva, Phd Macquarie Business School
- **Training of Trainers (TOT)**
Successfully completed a 21 hour TOT course organized by the Center for Continuing & Professional Education and given by Mrs. Nour Nassar.
- **IC3 Digital Literacy Certificate**
Successfully completed the IC3 digital course organized by the Center for Continuing & Professional Education and established by Beirut Arab University.

WORK EXPERIENCE

Admission and Registration Department, Beirut Arab University

Enrollment Specialist, Student Recruitment Officer and a Representative **Sept 2022 –Present**

Publication office, Beirut Arab University

Publication officer Intern

Sept 2021 - Jan 2022

Nourchane Agency, Beirut, Lebanon

Event Planner

April 2019 - Jan 2022

EXTRACURRICULAR ACTIVITIES

Active member, Event Organization Department, Beirut Arab University

2021 - Present

Girls Got IT Program, Lebanese League for Women in Business (LLWB)

2018-2019

- Attended several workshops.

COMPUTER SKILLS

- Microsoft Office Excel
- Microsoft Office PowerPoint
- Microsoft Power BI
- Microsoft Office Word

LANGUAGES: Fluent in English and Arabic, moderate knowledge of French.