



MIRA YOUSSEF

Marketing

A talented and passionate individual in the world of marketing. I fell in love with the domain, and I am eager to improve my skills and apply my knowledge that i have acquired into your respected company.

Contact



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Beirut, Lebanon

Education

Baccalaureate in Economics and Sociology

Lycée Officiel des filles - LOF
2016-2019

Bachelor of Business Administration, Marketing

Lebanese University
2019-2022

Experience

Import Documentation Agent

CMA CGM

August 2023- Present

- Manage and organize documents, ensuring proper storage, retrieval, and distribution.
- Review documents for accuracy and completeness, identifying errors or discrepancies.
- Coordinate with team members to gather necessary documents and information.
- Maintain document databases and filing systems, ensuring efficiency and accessibility.
- Assist in the creation and formatting of documents, including reports, presentations, and correspondence.
- Collaborate with colleagues to improve document management processes and workflows.
- Maintain confidentiality and security of sensitive documents and information.

Marketing Coordinator

Sacotel and 7Express

Jan 2023- Present

- Manages content creation on social media (Monthly digital calendars, posts, reels).
- Designs and implements digital marketing strategy with the goal of driving traffic and/or brand recognition.
- Organized and executed a highly successful competition targeting students from various universities.
- Developed comprehensive materials, including PowerPoint presentations, briefings, and other relevant documentation, to support the competition.

Internship

Sacotel

Nov 2022 - Jan 2023

- Assist marketing team in campaigns and strategies.
- Create content for various channels.
- Manage social media accounts.
- Contribute creative ideas and solutions.

Language

Arabic



French



English



Skills

Teamwork
Organization
Critical Thinking
Time Management

Certificates

- Social Media Marketing
- Brand key and Art of Pitching Coaching Sessions
- How To Build a Marketing Plan
- Motivation Coaching Session