

Nancy Dimachkieh

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EDUCATION

Sep 2008 - June 2022

Riad El Soloh High School, Beirut, Lebanon:

Lebanese Baccalaureate – Economics and Sociology ES (GPA: 80)

Sep 2022 - Present

Antonine University (UA):

Pursuing a Bachelor's Degree in Business Administration (GPA: 80)

PERSONAL SUMMARY

As an individual who values hard work and continuous learning, I seek an opportunity in the business field to modestly contribute and further expand my knowledge and skills. I am adaptable, open to challenges, and always ready to apply what I've learned in practical contexts. I hope to join a team where I can learn from others and share my insights, striving to be a supportive and dedicated member of the organization.

EXPERIENCE

June 2024 – Sep 2024

OpenMinds AI

Position Held: **Digital Marketing Intern**

- Planned and created targeted social media content strategies to promote AI workshops and enhance audience engagement.
- Designed and structured comprehensive AI workshop programs tailored to school needs.
- Coordinated and facilitated weekly progress meetings to ensure alignment and timely execution of project objectives.
- Developed presentation materials and conducted outreach calls with schools to introduce AI initiatives and evaluate partnership opportunities.

Jul 2023 – Aug 2023

NokNok SAL

Position Held: **Commercial Intern**

- Monitored prices among different supermarkets (Toters Fresh, Spinneys, Marqet)
- Created new items to be launched on the application.
- Compared daily reports on the availability of inventory and adjusted on ERP accordingly.

Dec 2024 – April 2025

Brandem Creative Agency

Position Held: Content Creation Intern

- Developed and managed social media content, including graphics, captions, and videos.
- Supported content strategy to align with brand objectives.
- Conducted research on industry trends to enhance engagement.

LANGUAGES & SKILLS

Languages

Arabic (Native/Fluent), English(Fluent), French (2nd Language)

Research Skills

Proficient in conducting academic research using both online and traditional library resources. Familiar with various research methodologies and citation styles.

Communication Skills

Excellent written and verbal communication skills. Experienced in presenting research findings and group projects to diverse audiences.

Teamwork & Collaboration

Proven ability to work effectively in team settings. Experience in coordinating group projects and

collaborating with peers and faculty.’

Time Management

Strong ability to balance multiple tasks and deadlines. Experienced in prioritizing tasks to meet academic and extracurricular commitments.

Technical Skills

Proficient in Microsoft Office Suite (Word, Excel, PowerPoint) and Google Workspace (Docs, Sheets, Slides).

Interpersonal Skills

Strong ability to build and maintain relationships with peers, faculty, and staff. Experienced in conflict resolution and negotiation.

Video Editing & Design tools

Capcut – Advanced, Adobe Creative Cloud- Basic proficiency