

# Jana Bou Dihh

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## Summary

Final year Business Administration undergraduate specializing in Marketing and Management, with hands-on experience in customer engagement, operations support, and administrative coordination. Experienced in supporting daily business operations, event coordination and professional stakeholder communication. Seeking an entry level opportunity to apply business fundamentals, support marketing initiatives and continue developing professionally in a structured organization.

## Education

**Antonine University**, Baabda, Lebanon 2023 – Present

### **Bachelor of Business Administration (BBA) – Marketing and Management**

Relevant Coursework: Marketing Principles, Management & Organizational Studies, Business Communication, Consumer Behavior, Market Research

**Hussein Massoud Secondary School**, Bshamoun, Lebanon 2020 – 2023

### **Lebanese Baccalaureate – Sociology and Economics**

## Work Experience

### **Community Officer Intern**

**Hexa – The Spot Choueifat, Lebanon**

Jul 2024 – Nov 2024

- Managed front-desk operations, assisting members and visitors in a professional environment
- Supported community and internal events, assisting with logistics and space usage
- Handled member communication via email and in-person for inquiries, booking and requests
- Assisted with administrative tasks, scheduling, documentation and daily operations
- Contributed to service quality standards and smooth coworking operations

### **Chef Assistant**

Oct 2023 – Jan 2024

**Rayana Sweet Treats, Beirut**

- Assisted in coordinating children's baking workshops, ensuring safety and engagement
- Supported event and kitchen operations, including organization and food handling
- Helped manage group activities, strengthening teamwork and coordination skills

## Volunteering Activities

### **Volunteer Photographer & Event Assistant | 2024**

- Assisted in event planning and execution
- Captured and delivers photography for documentation and promotional materials.
- Developed skills in time management, organization, photography, and attention to details

## Skills

### **Marketing & Branding:**

Event coordination & planning • Visual storytelling & photography • Customer engagement

### **Business & Operations:**

Front-desk operations • Administrative coordination & office support • Time management & organization • Attention to detail • Teamwork & professional communication

**Tools & Software:**

Canva (design & presentations) • Microsoft Office (Word, Excel, PowerPoint) • Google Workspace (Docs, Sheets, Gmail)

**Certifications & Courses****Google Digital Marketing & E-commerce, Coursera**

Aug 2023 – Dec 2023

- Foundational program covering digital marketing strategies, online customer engagement, email marketing, marketing analytics, and e-commerce fundamentals
- Participated in applied exercises including simulated marketing campaigns and scenario-based project

**Pre\_Incubator Badeel, AUF, CEF De Beyrouth**

May 2024 – July 2024

- Developed and pitched Bambeem, a chewable toothpaste product
- Trained in entrepreneurship, product development and business communication

**Language**

- **Arabic** – Native
- **English** – Professional Proficiency
- **Turkish** – Basic
- **Italian** – Beginner