

Stephanie Hayek

International Business Management Graduate & Communications Enthusiast

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PROFILE

Motivated and people-oriented business management graduate with hands-on experience in marketing communications, logistics, and team coordination. I'm passionate about youth empowerment, sustainability, and gender equality, and I thrive in environments where I can drive positive change. Through professional and volunteer experiences, I've strengthened my leadership, communication, and organizational skills combining creativity with purpose to make meaningful impact.

EDUCATION

Bachelor's in international business management, Lebanese International University (10/2022 – 07/2025)

WORK EXPERIENCE

Sales Executive – Einvite.me (02/2026 – Present)

- Generated and qualified leads through outreach and relationship-building initiatives.
- Managed client accounts, negotiated pricing, and closed sales deals.
- Collaborated with marketing to align sales strategies with brand positioning.
- Maintained CRM records and tracked sales performance metrics.

Marketing & Communications Intern – CoinQuant (08/2025 – 02/2026)

- Support marketing campaigns and social media communications to enhance brand visibility.
- Draft engaging digital content and assist in community engagement strategies.
- Collaborate with leadership to ensure clear and consistent messaging across channels.
- Participate in brainstorming sessions to position the brand within competitive markets.

Logistics Support Intern – IMPACTIV (03/2024 – 06/2025)

- Scheduled mentorship sessions, workshops, and networking events.
- Coordinated logistics, including invites, materials, and online/venue arrangements.
- Supported project teams on youth empowerment and sustainability initiatives.

Coordination Manager – Frames Agency (06/2024 – 01/2025)

- Oversaw talent booking, production logistics, and coordination across creative teams.
- Ensured timely execution of content projects by aligning production and marketing teams.

Sourcing, Call Agent & Customer Service – WeImport (04/2024 – 06/2024)

- Managed supplier communications and client inquiries efficiently.
- Ensured timely product delivery and maintained service quality standards.

Department Leader & Medical Coder – Elite Medical Billing (03/2023 – 04/2024)

- Led and trained a team of coders to improve accuracy and productivity.
- Resolved billing issues through effective communication with providers and patients.
- **Achievement:** Employee of the Year, 2023.

VOLUNTEER EXPERIENCE

Facilitator – Empower Me Program – INJAZ Lebanon (10/2025 – Present)

- Deliver interactive workshops empowering youth with entrepreneurial and career-readiness skills.
- Facilitate learning sessions that professional and personal growth.

Executive Team Member – All Girls Code (07/2025 – 09/2025)

- Supported event planning and coordination for coding and STEM empowerment initiatives.
- Collaborated with volunteers to engage young women in tech education and leadership.

Donation Campaign Coordinator – Personal Initiative

- Organized annual Christmas donation drives to support underprivileged families in the region.

CERTIFICATES

- Program Management (PwC) – 02/2025 – Present
- Data Literacy (PwC) – 02/2025 – Present
- Sustainability & Green Entrepreneurship – 02/2025 – Present
- DELF B2 (French Language Certification) – 2021

SKILLS

Communication | Leadership | Organization | Teamwork | Problem-Solving | Time Management | Adaptability | Marketing & social media | Human Rights & Advocacy

LANGUAGES

Arabic – Native | English – Fluent | French – Professional | Spanish – Beginner