

# Lynn Nasser

## Professional Summary

---

Business Administration student specializing in Marketing & Advertising with strong experience in marketing coordination, content creation, and project execution. Skilled in social media management, client follow-up, research, documentation, and supporting business operations. Adaptable, detail-oriented, and experienced across corporate, nonprofit, and creative environments.

## Professional Experience

---

### Marketing Intern, ICC Group

Ain al Mreisseh

- & Created localized content, captions, and formatted posts for LinkedIn and social media.
- & Designed PowerPoint presentations for campaigns and external collaborations.
- & Performed lead research using RocketReach and built accurate contact lists.
- & Updated corporate PDFs, profiles, and branding materials.
- & Coordinated giveaways and logistics for Saudi and Dubai events.
- & Reviewed scripts and edited subtitles for media content.
- & Contributed to LinkedIn strategy and digital presence improvements.

### Project Coordinator, InternGrub

Remote

- & Coordinated team communication and task follow-up across 3 projects.
- & Defined objectives and maintained structured documentation.
- & Tracked KPIs, milestones, and project progress.

### Project Coordinator, AIESEC

Non-Profit

- & Prepared educational materials (slides, worksheets, brochures).
- & Researched schools and coordinated project logistics.
- & Supported SDG-focused program delivery for ages 7-12.

### Collections Officer / Data Entry, Imperious Facility Management

Achrafieh

- & Contacted clients to follow up on dues and negotiated payment arrangements.
- & Created new Cash/Credit accounts following compliance rules.
- & Maintained organized digital and physical filing systems.
- & Coordinated with accounting to allocate payments accurately.

### Content Creator & Business Development, Commence Games

Remote

- & Produced and managed content across Instagram, X, and LinkedIn.
- & Monitored analytics to optimize engagement and reach.
- & Identified potential collaborations and supported business strategy.

### Indoor Sales, Maliks

ABC Verdun

- & Assisted customers, organized shelves, and supported stock handling.

### OT Assistant, Occupational Therapy Center

Badaro

- & Assisted children with ADHD/Autism through activity-based learning.

### Volunteer, Makhzoumi Foundation

- & Took vitals, supported physicians, and assisted in meal distribution.

### Volunteer, AIESEC

- & Assisted in the Christmas Market at Le Creneaux, from picking out gifts to wrapping them additionally assisting the salesperson in multiple booths.

## Education

---

**B.A. in Business Administration (Marketing & Advertising), Haigazian University** 2025

**Lebanese Baccalaureate, National Protestant College** 2021

## Core Skills

---

- & Marketing & Social Media Management
- & Content Creation (Posts, Reels, Stories)
- & Business Development Research
- & Presentation Design (PowerPoint)
- & Project Coordination & Task Tracking
- & Client Communication & Collections
- & Documentation & Data Entry
- & Multilingual Communication

## Languages

---

**Arabic**  
Native

**English**  
Native

**French**  
Conversational

## Online Courses

---

**Foundations of Project Management, Coursera**

**WordPress Training Course, HubSpot**

**Facebook Ads, HubSpot**

**Advanced Social Media Strategies, HubSpot**

**Social Media Marketing, HubSpot**

**Inbound Marketing, HubSpot**