

# **Mariam Tabaja**

## ***Account Executive - Digital Marketing and Advertising***

**Nationality:** Lebanese / American | **Address:** Nabatiyeh, Lebanon | **Phone:** +961 81 671 670 |  
**Email:** mariamtabaja@hotmail.com

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### **Professional Summary**

Detail-oriented and professional with a strong background in accounting, finance, and digital marketing. Experienced in data entry and account management with a proven ability to maintain accuracy and efficiency. Skilled in digital marketing strategies, including SEO, paid search data analysis, website development, and content creation. Demonstrates excellent analytical, organizational, and communication skills, with a commitment to delivering high-quality results in dynamic environments.

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### **Work Experience**

#### **Account Executive**

Sancus Advertising Agency | Waco, TX | October 2023 – Present

- Building and sending invoices
- Posting Paid Search Data
- Creating Ad Posts
- Building websites
- SEO articles & Blog Creating

#### **Assistant Accountant**

King Pro Beton | Yuhmor, LB | October 2020 – Present

- Data entry of raw material and maintenance.
- Invoice and receipts entry into an accounting system

#### **Trainee**

Fransabank | Nabatiyeh, LB | August 2020 – September 2020

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## Education

### **Master's degree in business administration (Concentration: Marketing)**

AUCE | Nabatiyeh, LB | October 2021 – June 2023

### **Bachelor's degree in banking & financial economics**

AUCE | Nabatiyeh, LB | October 2017 – January 2020

- GPA: 3.69
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## Skills

- **Technical Skills:** Proficient in MS Word, Excel, PowerPoint, Internet research tools, Canva, Wix, and Intuit QuickBooks.
  - **Soft Skills:**
    1. **Public speaking:** Presenting ideas clearly to an audience
    2. **Interpersonal Skills:** Building relationships, emotional intelligence
    3. **Team building:** Collaborative skills, working well with others
    4. **Problem-Solving:** Analytical thinking, creativity
    5. **Positive attitude:** Optimism and enthusiasm in the workplace
    6. **Active Learning:** Willingness to acquire new knowledge
    7. **Empathy:** Understanding and sharing the feelings of others
    8. **Time Management:** Prioritizing tasks, meeting deadlines
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## Languages

- **Arabic:** Fluent in spoken, read, and written Arabic
  - **English:** Native proficiency in spoken, read, and written English
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