

# SANA NASR

Beirut , Lebanon

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## SUMMARY

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Seeking a career in a growing organization where I can prove my abilities, contribute to goals, and develop cross-functional skills.

## EXPERIENCES

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### Content Production Specialist | Toters

August 2024 – Present

- Manage content across retail, restaurant, and grocery stores, with a focus on key accounts
- Handle menu, price, and item updates in coordination with BDs and AMs
- Create and launch new store profiles, maintaining high-quality visuals and information

### Social Media Specialist | Giraphic Media

March 2024 – Present

- Managing Instagram & Facebook accounts using Meta business suite
- Creating captions to enhance audience engagement

### Member of SIP team | USJ

February 2023 – April 2024

- Organizing annual Job Fair event across various campuses of USJ
- Establishing and maintaining connections, facilitating communication between USJ, company representatives, and students

### Marketing Intern | Feel 22

1 June 2023 – 1 August 2023

- Developing and executing innovative concepts for Instagram Reels
- Creating a modern and user-friendly interface website using Shopify
- Competitor Analysis
- Customer Feedback Analysis
- Assembling the Packages

## EDUCATION

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- Bachelor in Business and Management | Université Saint-Joseph 2021 – spring 2024
- High School Diploma | Le Lycée National School 2006 – 2021

## CERTIFICATES

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- General Employability Certificate | USJ October, 2023

## SKILLS

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- Languages :
  - Arabic
  - French
  - English
- Meta Business Suite
- Problem solving
- Team work
- Goal-oriented
- Shopify
- Program skills :

## VOLUNTEERING

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Microsoft office ( Word / Excel / Power Point )

- TEDx X USJ Marketing Team Member
- Le lycee national scouts