

MARILYNNE KHOUEIRY

Beirut, Lebanon

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PROFESSIONAL SUMMARY

Motivated and detail-oriented Business Management graduate with a strong interest in digital marketing and social media. Equipped with hands-on experience in administrative coordination, communication, and customer service, along with a Digital Marketing certification. Passionate about content creation, branding, and market research, with the ability to learn quickly and contribute effectively in a fast-paced environment.

PROFESSIONAL EXPERIENCE

Administrative & Billing Officer

Mount Lebanon Hospital (MLH), Lebanon

August 2023 – Present

- Manage administrative and coordination tasks in a fast-paced environment
- Handle calls, emails, and inquiries with clear and professional communication
- Maintain accurate records and organized documentation
- Support internal team coordination and daily operations
- Demonstrate strong attention to detail and ability to multitask
- Work efficiently under pressure while maintaining professionalism

Customer Service & Cash Operations Assistant

Lebanon

February 2023 – August 2023

- Delivered high-quality customer service and handled client interactions
- Managed financial transactions with accuracy and responsibility
- Resolved customer inquiries and provided clear communication
- Developed strong interpersonal and problem-solving skills

EDUCATION

Bachelor's Degree in Business Management

Sagesse University, Lebanon

2019 – 2023

Digital Marketing Certificate

Notre Dame University (NDU), Lebanon
2025

RELEVANT SKILLS

Social Media & Digital Marketing Basics
Content Ideas & Content Planning
Market & Trend Research
Communication & Writing Skills
Organization & Time Management
Canva / Basic Design
Microsoft Office (Word, Excel, PowerPoint)
Attention to Detail & Proactiveness

LANGUAGES

Arabic: Native
English: Fluent
French: Fluent

PERSONAL STRENGTHS

Curious and eager to learn
Detail-oriented and proactive
Strong communication and teamwork skills
Comfortable learning by doing
Passionate about social media, branding, and digital trends