

Jana Bou Dihn

Deir Kouble, Lebanon | jana_boudihn@hotmail.com | +961 76 047 649 | [LinkedIn Profile](#)

Career Summary

Motivated and result-driven Business Administration graduate specializing in Marketing and Management, with practical experience in customer engagement, event coordination, and operations support. Skilled in stakeholder communication, content coordination, and market research. Experienced in supporting events, managing communications, and collaborating with diverse teams in dynamic environments. Seeking a Marketing or Management position to support content creation, marketing campaigns, and brand communication while growing my marketing expertise.

Education

Antonine University, Baabda, Lebanon Sept 2023 – Jun 2026

Bachelor of Business Administration (BBA) – Marketing and Management

Relevant Coursework: Marketing Principles, Management & Organizational Studies, Business Communication, Consumer Behavior, Market Research

Hussein Massoud Secondary School, Bshamoun, Lebanon

Sept 2020 – Jul 2023

Lebanese Baccalaureate II – Sociology and Economics

Work Experience

Community Officer Intern

Jul 2024 – Nov 2024

Hexa – The Spot Choueifat, Lebanon

Hexa is a coworking space providing professional facilities and community engagement for members.

- Managed relationships with an average of 6 members and visitors daily, ensuring a positive customer experience and smooth operational flow.
- Responded to and followed up on approximately 2–3 member inquiries and service requests per day through email and in-person communication.
- Supported the coordination and execution of community and internal events, contributing to the successful delivery of multiple events and networking activities.
- Assisted with scheduling, documentation, and administrative processes, helping maintain organized operational records and efficient workflows.

Chef Assistant

Oct 2023 – Jan 2024

Rayana Sweet Treats, Beirut

Rayana Sweet Treats is baking and decoration session for kids in play areas, schools and ateliers.

- Coordinated children's baking workshops, ensuring engaging and well-organized sessions.
- Supported activities that contributed to a 2.5x increase in participant attendance.
- Supported event operations, including organization, food preparation, and activity facilitation.
- Interacted with around 45 participants per workshop, strengthening communication, coordination, and customer service skills.

Volunteering Activities

Volunteer Photographer & Event Assistant

Jul 2024

- Assisted in event planning and execution of 2 major events in Akkar and Rashaya to introduce entrepreneurship to young talents.
- Captured and delivered photography for documentation and promotional materials.
- Developed skills in time management, organization, photography, and attention to details.

Trainings & Certifications

Google Digital Marketing & E-commerce, Coursera

Aug 2023 – Dec 2023

- Completed training in digital marketing strategy, content marketing, social media marketing, email marketing, customer engagement, analytics, and e-commerce fundamentals.
- Applied marketing concepts through simulated campaigns, audience targeting exercises, and performance analysis projects.

Pre_Incubator Badeel, AUF, CEF De Beyrouth

May 2024 – July 2024

- Conducted basic market research and customer validation activities for the development of Bambeem, a chewable toothpaste product.
- Participated in product branding, business pitching, and marketing strategy development and developed communication and presentation materials for entrepreneurial and stakeholder audiences.

Skills

Marketing & Campaign Assistance

- Basic understanding of marketing principles from academic coursework and projects.
- Campaign assistance through volunteering activities involving organization and photography.
- Familiarity with social media platforms, by managing a small self-owned business page.

Market Research

- Market research and competitor analysis through 20+ university coursework and projects.

Administration & Operations

- Administrative support experience including scheduling, documentation, and handling member inquiries.
- Cross-functional coordination in academic and extracurricular projects.

Communication Skills

- Excellent English written and verbal communication skills.
- Stakeholder communication and client interaction in internship and workshop environments,
- Problem-solving, time management, organization, and attention to detail

Languages

- Arabic – Native
- English – Professional Proficiency