

Greetings,

My name is Huda Ebsim, I am interested in applying to a position at your esteemed company and become a part of your growing family.

Here is a brief on my background; I graduated with honors, from the Lebanese American University; I have a BA in Business Management and my total GPA is 3.36. I received two Honors, and I was placed three times on the Distinction list. I also took Psychology and Communication Arts courses to enhance my public communication skills. Furthermore, I studied Digital Marketing at Morgan International to enhance my skill-set and became a Certified Digital Marketing Specialist through the Digital Marketing Institute (DMI).

In addition to my academic accomplishments, I strive to make a difference wherever I go; I take pride in my achievements and always aim to succeed at what I do. Volunteering through the United Nations Voluntary Program (UNVP), has given me the opportunity to support people in need and positively impact other lives. Among my professional achievements was when I joined a newly established magazine called Shabab in Libya. As a result of my hard work, dedication, and professional skills, the Editor in Chief decided to promote me and have me assist him in managing The Tripoli Post newspaper advertising department, along with the magazine.

My most inspiring job was at Qatar Tribune Newspaper. I joined it during its initiation, and that was very exciting as I started everything from scratch and witnessed the newspaper grow and become successful; I was also thrilled to be working in a diversified culture. I was honored to have met and worked with many great people, during my time at the newspaper, by networking at several events and developed good business relationships with them. Moreover, when I joined Merck I had no solid background in pharmaceutical companies, however, through perseverance and dedication I managed to excel at my work and performed my tasks with passion. Most importantly, I was recognized by my colleagues for my motivation, willingness to grow, and problem-solving skills. Furthermore, three years ago I was introduced to the tech startup ecosystem through my twin sister who was working at ArabNet Digital Conferences, and became familiar with its challenging yet fascinating environment and decided that I wanted to become part of this community. Fortunately, I had the opportunity to work with two amazing women entrepreneurs at Nabta Health, and CraveHome. I believe that it does not matter what type of work I do as long as I do it with passion and flair!

I have many years of experience in communication, client serving, project planning, and coordination. My pre-existing skills, acquired and developed from working at different organizations and cultures, will make me a unique candidate and a perfect fit to join your family, while simultaneously learning and developing new skills, and focusing on my ongoing professional development.

I look forward to hearing from you to discuss my application.

Thank you for your time.

Warm Regards,
Huda

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Work Experience

Volunteer (Digital Marketing Specialist; Strategy & Planning) Nabta Fertility 2018

- Handling all digital platforms, working on marketing campaigns for a new app feature. Supporting all Marketing tasks.

Cooking & Photography CraveHome 2018-2019

- I used CraveHome's platform to market and sell my cookies. My tasks mainly involved planning, budgeting, baking, photo-shooting, and editing.

System Specialist (Department Coordinator Marketing & Medical) 2015-2016 Executive Assistant to Commercial Director 2014- 2015 Merck 2014-2016

- Prepared all aspects of national and international conferences, hotel bookings, itineraries, venues, visas, logistics, etc.
- Collaborated and liaised with local and regional departments. (Compliance and Finance).
- Managed the workflow of three departments (Oncology, Biotech, CMC) and the Commercial Director.
- Coordinating with suppliers.
- Enhanced and followed specific processes and procedures to maximize the efficiency of the company.
- Ensured and maintained correct process workflow in all departments.
- Expanded competencies resolved problems. Daily team Coordination, high impact team effectiveness, meeting deadlines.
- Conducted CLEAR and TEMPO training.
- Managed Commercial Director and other departments, expenses, and vacations.

Assistant Editor Tripoli Post & Shabab Magazine 2012

- Handling the magazine's creative, editorial, and sales department.
- Managing the advertising department of Tripoli Post newspaper, and sister company Shabab Magazine.
- Interviewed and hired candidates.

Freelance (PR & Copywriter) Libyan Airlines 2009-2010

- Content creation for the website. Libyan Airline's website was a great success and we received many positive feedbacks from the users.

PR Officer - Doha Qatar
United National Holdings 2008

- Promoted UNH subsidiaries by building business relationships with clients.
- Planned and managed events and the launching of products.
- Created the UNH profile.

Advertising Account Manager
Qatar Tribune 2006-2007

- Performed daily comparison and evaluation of English newspapers to identify our position in the market.
- Prepared daily invoice reports for the accounts department and the Managing Director.
- Performed daily meetings with the Sales team.
- Followed-up with local and international advertising agencies.

Voluntary/Freelance

- Marketing Director, Beirut Lebanon, Blue Rose 2019
- Reservation Officer, Doha Qatar, Al Bustan Hotel 2006
- Marketing Research, Doha Qatar, AC Neilson 2005-2006
- Supporting role, UNDVP 2001-2003

Education and Certificates

- 2017-2018, Certified Digital Marketing Specialist - Social
- 2015, Certificate of Completion, Compliance Coordinator
- 2014, Certificate of Completion Tempo+ Process Certification
- 2000-2005, BS in Business Management LAU, 3.36 GPA
- 1997-1999, Irish Leaving Certificate, ISM Tripoli Libya
- 1995- 1997, American High School Diploma, ISM Tripoli Libya

Skills

Microsoft Office:

- Word, Excel,
- Powerpoint
- Outlook
- Internet
- SAP (TEMPO)
- Oracle

Social Media Skills:

- Facebook
- Youtube, Google Plus
- Twitter
- LinkedIn
- Instagram, SnapChat
- Reports and Analysis

Google tools:

- Gmail
- Drive
- Doc /Sheets
- Slideshare

Languages

- English and Arabic full proficiency

Awards

- 2001 - First Step Together Association
 - Awarded Certificate of Recognition
- 2002 - Lebanese Physical Handicapped Union
 - Awarded Certificate of Recognition
- 2003 - Youth Association for the Blind
 - Awarded Certificate of Recognition





CERTIFICATE OF COMPLETION

Huda Ebsim

Has successfully passed

Tempo+ Process Certification
REQUISITIONER; BUSINESS REPORTING
ANALYST; GOODS/SERVICE ENTRY RESPONSIBLE

A handwritten signature in black ink, appearing to be "Dimple Shastri", written over a faint rectangular box.

Key User

Dimple Shastri