

TARA RAMADAN

CONTACT

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EDUCATION

BA In Media and Communication
Beirut, Lebanon
American University of Beirut
2014-2017

Lebanese Baccalaureate in Economics and Sociology
Beirut, Lebanon
International College (1999-2014)

SKILLS

- Management Skills
- Creative Writing
- Strategic Planning
- Public Speaking

COMPUTER

- Microsoft Office
- Final Cut Pro
- Adobe Premiere Pro
- Basic HTML

LANGUAGE

ARABIC // FRENCH // ENGLISH

PROFILE

As a 23-year-old communication executive, I am excited to continue my journey and future in the communications and production field. My skills and experience in these fields combined with my personal creative ambitions make me someone who can be a good addition to any team.

ACCOMPLISHMENTS

LOYAC FILM CAMP | MARCH 2019-JULY 2019

- Wrote and directed a short film with the assistance of professionals in the industry.

KUNHADI | 2012-2014

- Participated in a few workshops on road safety. Ran the Beirut Marathon with them, and helped promote the idea of road safety.

NASMA | SEP 2013-MAY 2013

- Taught children how to manage their schoolwork and helped them with their

WORK EXPERIENCE

JR. COMMUNICATION EXECUTIVE

Leo Burnett | AUGUST 2018-PRESENT

- Managed daily tasks and executions on all projects.
- Reported all updates on the project with appropriate feedback to the client.
- Ensured all projects follow the overall strategic direction of the brand.
- Coordinated with teams to make sure that the job is done properly and is delivered on time.

COMMUNICATION INTERN

UNESCO | JULY 2017-SEP 2017

- Created a 3-month social media strategy for their Beirut page.
- Edited communications material.
- Drafted press releases.
- Translated web stories from English to Arabic.
- Attended workshops organized by UNESCO.

PR INTERN

Leo Burnett/MSL | JUNE 2018-JUNE 2018

- Helped file information about events.
- Contacted media outlets & influencers to facilitate the event planning process.
- Conducted background research on a brand.
- Worked on making storyboards for specific campaigns.
- Developed an advertising campaign for a client as part of the internship program.