



## **Rita I. Moukarzel**

Ain Aar – Metn - Lebanon

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70-202395

### **EDUCATION**

- Lebanese University – Beirut – Lebanon 2015-2018
- **Degree in Public Relations and Advertising**
  - **Masters in Corporate Communication**  
Coursework includes: Marketing of Services, Diplomacy, Political Marketing, Consumer Behavior & Crisis Management
- Saint Joseph School – Kornet Chehwan- Lebanon 1997-2012
- **Sociology & Economics Degree**

### **PROFESSIONAL EXPERIENCE**

- Barhoum\_ – Kaslik – Lebanon December 2018
- **Co-Owner & Partner**  
Food Kiosk, Lebanese Food
- Cre8mania – Mtaileb – Lebanon 2018
- **Community Manager Training**  
Writing blog articles and newsletters, creating and managing the clients' presence on social channels, improving customer relations through e-mail or Facebook
- Elise's Touch – Mazraat Yachouh – Lebanon 2018-
- **Social Media**  
Creating and boosting Facebook posts, responding to clients on page
- MC & Co Woodwork – Beirut – Lebanon 2015-2017
- **Client Servicing**  
Follow ups on projects done, arrange meetings, interact with clients through email, telephone, and in-person meetings
  - **Office Communications**  
Interact with other employees to resolve customer concerns
  - **Social Media follow ups**  
Respond to customers on Facebook

Alife Events – Beirut – Lebanon

2015-2016

- **Event hostess**

Welcome guests to the wedding, Seating arrangement and leading people to their seats

Planet Events – Beirut – Lebanon

- **Promoter**

2015-2016

Product promotions in supermarkets

MCAA – Advertising agency – Beirut – Lebanon

Sep 2014

- **Media Booking**

Booking commercials and advertisements for clients on radio stations and television channels

- **Trainee as part of my studies**

### **LANGUAGES**

Arabic – Native

English – Fluent

French – Intermediate

### **SKILLS**

MS Office

AutoCAD Basics

Photoshop Basics

**ALL REFERENCES ARE AVAILABLE UPON REQUEST**