

# Sarah Zebiane

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Date of Birth: April 14, 1997  
Nationality: Lebanese

## **Profile:**

Forward-thinking and confident media graduate with excellent communication skills and proven ability to build relationships, seeking an entry-level position in public relations.

## **Education:**

July 2019	BS in Public Relation – Lebanese University
June 2015	Baccalaureate in Life Science – Jdeideh Official Secondary School

## **Work Experience:**

### **September 2017 – Present      Head Animator – Fox & Frog**

- Facilitates and supervises organized birthday party activities and ensures children are active, interested and safe throughout the party.
- Supervising a team of animators.
- Responds to any questions, complains, or conflict in a timely manner.

### **December 2018 – January 2019      Protocol & PR Agent – Arab Summit at the Lebanese Presidential Palace**

- Delegate on behalf of the ministry of affairs and responsible of the Kuwait delegation.
- Receive, accompany and see off official delegations and government guests.
- Manage, plan, coordinate and execute all aspects of protocol support for diplomats and their distinguished guests.
- Coordinate with diplomats.
- Managing ceremonies and handling press conferences.
- Training at the Lebanese presidential Palace.

### **July 2018 – August 2018      Internship Media & Public Relations Department – Banque Du Liban**

- Classroom training featuring a technical overview of the Bank's different functions
- Assist in the preparation of bank page and management on social networking sites.
- Assist in publishing daily newspaper excerpts, as well as any news and articles related to the banking sector and BDL on the bank's official website.
- Prepare and send daily news related to BDL to the governor.
- Collaborate with other departments to ensure they are constantly updated for the information on the site.

**April 2017 – August 2017      Head Birthday Animator – Little Me**

- Planning, organizing, personalizing, and facilitating birthday parties that deliver a safe, fun and active party for the children.
- Interact with children and parents throughout all phases of the birthday party.

**August 2016 – March 2017      Senior Birthday Animator – Kidzmondo**

- Responsible for learning and implementing programs consisting of fun games for groups of 10 - 40 children ages.

**April 2015 - July 2016      Cashier / Customer Service – Kidzmondo**

- Accepting payments, ensuring all prices and quantities are accurate and providing a receipt to every customer.
- Handle complaints and provide appropriate solutions & alternatives within the time limits.

## **Volunteer Experience:**

**Forum for development culture and dialogue:** Working on a 5 years project “Lebanon a better image”, in addition to organizing and participating in conferences and camps to promote peace building, equal citizenship, and human rights.

**Green Orient:** Working and participating in environmental camps and conferences.

## **Summary Skills:**

**Languages:** Fluent in English and French, Arabic native.

### **Competencies:**

- Able to effectively communicate with different individuals and groups.
- High attention to details.
- Teamwork and Good organizational skills.
- Exceptional Customer Service.
- Able to work on big strategy plans and to run PR campaigns.

### **Skills:**

- Microsoft Excel, PowerPoint, Word and Outlook
- Average usage of Illustrator.
- Social Media: Facebook and Instagram.

### **Activities:**

- Reading, Swimming and Basketball

## **References:**

Available upon request