

Sally Nasrallah

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OBJECTIVE

Seeking employment in a renowned organization within a challenging position where I can best utilize my skills and education.

EDUCATION

From 09/2016 to present	Lebanese American University (Beirut) Bachelors in Business Administration (Marketing) Courses Taken: Financial Accounting, Managerial Accounting, Intro to Marketing, Consumer Behavior, E-Marketing, Management, Micro/Macro Economics, Information Technology, Statistics Expected Date of Graduation: May 2019 GPA: 3.48	Beirut, Lebanon
From 10/2012 to 06/2016	Ras Beirut International School Lebanese Baccalaureate- Literature and Humanities	Beirut, Lebanon

WORK EXPERIENCE

From Jan 2018 to Present	LAU Phonathon Caller <ul style="list-style-type: none">Served as an ambassador by engaging in conversation between the college & it's supportersCalled LAU Alumni to raise money towards student supportKeep the alumni abreast of the university's news and updatesWork with other callers in a team oriented environment to achieve a common goal
From Sept 2017 to Present	Administrative Assistant at The Advancement Service office & Development office at LAU <ul style="list-style-type: none">Managed the calls, calendar, meeting schedules, paperwork & faxes
From Dec 2017 to Feb 2018	Marketing Internship at CraveHome <ul style="list-style-type: none">Learnt about targeting on Instagram and Facebook.Maintained all social media platforms content & performance.Created and scheduled posts using Photoshop on Facebook & InstagramCreated a marketing plan that will be implemented the next 3 months.Assisted in preparing and organizing lunch perks offers.

EXTRA CURRICULAR ACTIVITY

From May 2016 to June 2016	Koun Hadi (NGO Project) <ul style="list-style-type: none">Conducted market research and devised a marketing plan for their upcoming taxi campaign via their app.Designed the ad for the campaign as well as put together suggestions for ad adaptation on the app, taxis, website and social media channels
From January 2016 to May 2016	Event Organization Club (Volunteer) <ul style="list-style-type: none">Managed budgets of up to \$10,000, for up to 200 attendees and worked with event sponsors to create an agenda or program, for a Gala dinner hosting 200 guestsHelped in advertising all our events on our social media platforms.Prepared monthly reports measuring the growth and the engagement of our online communities to share with the University Management Team.
From January 2015 to May 2016	Social organization Club (Volunteer) <ul style="list-style-type: none">Attended meetings and voluntary activities around Lebanon to help refugees and elderly.Helped in organizing a full day of activities where we hosted around 150 unprivileged kids at our campus.Collaborated with SOS Children to organize activities for children aged 4-8

SUMMARY SKILLS

COMPUTER SKILLS: MS Word, Excel, PowerPoint, Access, and Internet use.

LANGUAGES: Fluent in English and Arabic, and basic knowledge in French.

SOFT SKILLS: Communication, Leadership, Planning, Organizing, Team-Building and Managing.

RESEARCH SKILLS: Data Collection, Data Entry, Data Analysis, Surveying and Sorting

INTERESTS AND HOBBIES

- Community service at Beirut Marathon, RAK Half Marathon and Terry Fox Run (2013-2016)
- Entertainment, Travel, Makeup, Fashion, Following Bloggers & YouTubers, Basketball.

REFERENCES

Available upon request