

# Mariam Yasmina Alameh

## Integrative Research Assistant at Arts, Science & Technology University in Lebanon

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## PROFESSIONAL EXPERIENCE

### Editor & Research Assistant

Arts, Sciences & Technology University in Lebanon

Beirut, Lebanon

September 2017 - February 2018

- Create marketing content through copywriting
- eMarket the Publication (**#1 most read** publication in **Lebanon** at researchgate.net & most read article **worldwide** from Optics, Mycology, Ethnobotany, Food Science & Psychophysics at researchgate.net)
- Conduct literature reviews & proposals
- Collect and analyze data through using the SPSS system
- Prepare and translate interview questions
- Maintain accurate records of interviews, safeguarding the confidentiality of subjects, as necessary
- Manage, respond and follow-up with project related email
- Paraphrase, edit & summarize the research projects

### Marketing Administrator

Rainbow Television Corporation

Beirut, Lebanon

September 2016 – August 2017

Joined as a Marketing Administrator, promoted rapidly through a series of increasingly responsible management by handling various tasks as a Client Servicing and Administrative Assistant tasks.

- Conducted market research
- Wrote reports and sales meetings
- Designed flyers for clients in Kuwait
- Researched culture needs of the countries in the MENA region
- Marketed through writing, copywriting and editing presentations, emails and reports of a series/ movies to the clients
- Translated legal and administrative documents
- Met up with clients in person to promote a movies/series through providing data (viewership, reviews, asking the "Why")
- Sold around 20 - 30 movies/series

## SKILLS

Market research practices and techniques  
Detail-oriented and highly organized  
Passionate and creative  
Comply with deadlines, instructions and team organization  
Problem and solving skills

### Technical Skills

Proficiency with Wordpress  
Proficiency with Microsoft Word, Excel and PowerPoint program  
Fair knowledge in SEO  
Proficiency in SPSS System  
Wide knowledge in social media platforms

## EXTRACURRICULAR ACTIVITIES

Founder and admin of **online shop** on Instagram and Facebook called "MJsOnlineStore" in June 2016 (@MJsOnlineStore).

Founder and admin of fashion and trend Facebook page called "**FASHION PASSION**" which has **62K+** likes ([www.facebook.com/the.p.age12](https://www.facebook.com/the.p.age12)) and Instagram page called "ARMYFASHIONPASSION" in July 2016

## EDUCATION

**Bachelor of Arts**, Translation, Emphasis in Legal and Business Translation –at LAU

**Capstone project**, Translating Syrian Political News: Marking its Changes and Shifts. – Publication available on academia.com