

PATRICIA AOUCAR AWADA



Lebanon - Baabda - Beirut
Hadeth - Naourah Street - Mikhael Attoueh Bldg. #38 - 5th Floor.
(Re-Locating To Jbeil)

Landline: 05/464 165.
Mobile: 03/423 735.
E-mail: patoua19@hotmail.com
Date and Place of Birth: 07/12/1982 – Baabda.
Marital Status: Married.

Education

May 2005 – Feb. 2000: License in Business Management, Majored in Transportation and Logistics – University of the Holy Spirit _ Kaslik.

May 2000 – Sept. 1998: Lebanese Baccalaureate Diploma, Philosophy Section – Mont-La-Salle College _ Ain Saade.

Work Experience

Apr. 2021 – Mar. 2021: Remote Internship as Project Coordinator at “Agence Fox & Fox Real Estate” _ Montréal.

- Support the GM in Certain Administrative Tasks.
- Prepare Research and Analysis on Topics that Affect the Clients and their Industries.
- Assist the Creative Team in their Various Mandates, Support Certain Marketing Tasks.
- Coordinate and Manage the Production of all Marketing Deliverables for the Project.
- Ensure the Daily Follow-up and the Respect of Deadlines and Budgets.
- Ensure the Production of Deliverables and Carry out Rigorous Follow-up.
- Ensure that the Sales Team has all the Tools to Achieve their Goals.
- Ensure Customer Management and Deliver a High Level Customer Experience.
- Ensure the Quality Control of all Interactions with the Brand, for all Stakeholders in the Company.

Apr. 2021 – Feb. 2021: Cash Worker as an Administrative Coordinator and Helper Officer at “Live Love Recycle” _ Mansourieh.

- Be Trained on Prevention from Covid-19 Pandemic.
- Be Trained on the Importance of Recycling.
- Make Telephone Calls.
- Prepare Researches, Reports and Payrolls.

Jan. 2020 – Aug. 2016: Head of Traffic and Bookings for Outdoors & Indoors Advertising at “OMG” _ Sin-EI-Fil.

- Several Follow-ups and Monitoring: Materials, Printings, Installations, Campaign Pictures, Discrepancies, with the General Security, Clients, the Printing Houses and Electricity Issues.
- Statistics and Reports (Availabilities, Occupancy, Sales Figures, Installation Status): To the CEO, Booking Department, Agencies, Clients and Ipsos Stat.
- Back Office for the Commercial Team.
- Update Agencies and Clients Database.
- Enter Bookings & Printings on Media (Dolphin).
- Billings and Receipts.
- Report and Conflict Resolution.
- Direct Contact with the Client.
- Customer Service and Care Giving.
- Data Entry, Filing and Organizing.

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Work Experience

July 2016 – Jan. 2012: Traffic Officer for Outdoor Advertising at “Tree Ad” _ Tohwitah.

- Several Follow-ups and Monitoring: Materials, Printings, Installations, Campaign Pictures, Discrepancies, with the General Security, Clients, the Printing Houses and Electricity Issues.
- Statistics and Reports (Availabilities, Occupancy, Sales Figures, Installation Status): To the CEO, Booking Department, Agencies, Clients and Ipsos Stat.
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- Billings and Receipts.
- Report and Conflict Resolution.
- Direct Contact with the Client.
- Customer Service and Care Giving.
- Data Entry, Filing and Organizing.

Dec. 2011 – June 2005: Head of Distribution, Subscriptions and Statistics Departments at “Dar Assayad” _ Hazmieh.

- Accounting (Distribution and Subscriptions).
- Distribution, Subscriptions, Freight Forwarding, Transportation and Warehousing Logistics.
- Brand Management, Telemarketing and Business Development.
- Statistics and Reports.
- Sales & Purchases.
- Data Entry, Filing and Organizing.
- Customer Service and Care Giving.

December 2010: Internship as an Administrative Assistant at “Moments of Life” Gallery _ Adonis.

- Direct Contact and Customer Service.
- Billings and Receipts.
- Statistics and Reports.
- Data Entry, Filing and Organizing.
- Sales and Purchases.
- Brand Management.
- Report and Conflict Resolution.
- Take the Initiative.
- Self Confidence.

Dec. 2007 – Jan. 2007: Part-time Distribution Supervisor at “El-Wassit” Advertising Journal _ Tayouneh.

- Distribution Control.
- Direct Contact with the Client.
- Report and Conflict Resolution.
- Statistics and Reports.
- Self Confidence.

May 2005 – Sept. 2004: Teacher of Mathematics and Sciences for the Primary Classes at “Saint John College” _ Hadeth.

- Class Management.
- Children Psychology.
- Mastering and Transmitting Knowledge.

Summer 2002: Archivist at “Dar Assayad” _ Hazmieh.

- Data Entry, Filing and Organizing.
- Statistics and Reports.

Summer 2001: Internship at “Audi Bank” _ Hazmieh.

- Direct Contact with the Client.
- Daily Banking Transactions.
- Credit Department.

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Competencies

Information Systems:

Word, Excel, Power Point, Outlook, Access, Adobe Photoshop, IBM, Visual Dolphin, Internet Browsing, Google Workspace Gsuite, ClickUp, Slack, Harvest Time Tracking, Mailchimp, Squarespace, Virtual Meetings.

Languages:

Excellent Arabic, Excellent French, Very Good English.

Plus:

Holder of a Driving License.

Activities

- Drawing, Handcraft, Reading.
- Decoration and Arrangements.
- Love to Organize Weddings and Events.
- Music, Guitar.
- Movies, Outings.
- Knowledge in Cars Electrical and Mechanical Basic Knowledge with Few of their Maintenance.

References

Mr. Abi Nader, Branch Manager at Audi Bank (Zouk): 09/21 11 40 – abdo.abi-nader@bankaudi.com.lb.

Mrs. Abou Jaoude, Principal of Saint John College: 05/46 2808.

Mr. Ammar, Head of the Distribution Department at El-Wassit: 03/07 39 90.

Mrs. Freiha, Director of Dar Assayad: 05/45 72 61 – info@dar-assayad.com.

Mrs. Tohme, Owner of Moments of Life: 09/22 28 02 – momentsoflife09@gmail.com.

Mr. Mousallem, Director of Tree Ad: 01/61 11 15 – mm@l5holding.com.

Mr. Omeira, Director of OMG: 01/49 25 96 – g.omeira@omg-group.com

MOTIVATION LETTER

To the Director

Object : Candidature to a position

Attached : CV.

Dear Sir,

Allow me to submit my candidature as an employee in your honorable establishment.

I have worked with great pleasure during the month of July 2001 at **Audi Bank SAL _ Hazmieh Agency** as a trainee, I had the opportunity to understand the proper functioning of a bank, its specificities and needs in the field of promotion of banking activities. I was able to properly appreciate bank's objectives: the professional conscious in the achievement of tasks, assiduity, punctuality and efficiency in work...

I wish to contribute by my know-how I acquired during my studies in **Notre-Dame de Jamhour College** and **Mont-La-Salle College _ Ain Saade** where these values are primary. The major "Transportation and Logistics" I completed during my Business Management Studies at **USEK _ Kaslik** is a plus to my education. I was able also to enrich my competencies and reinforce my adaptation capacities through teaching, as well as through a work methodology and the process of filing at the Archives Department.

Because of the very positive impression I had during my training at **Audi Bank** and **Moments of Life** as well as during my employment at **El_Wassit** as a distribution controller, at **Dar Assayad** in the Statistics, Distribution and Subscriptions Departments, as a traffic officer at **Tree Ad & OMG**, and since I wish to prepare my M.B.A during academic year 2022-2023, I would highly appreciate if I could have the opportunity of working in your establishment should there be any vacancy.

Thanking you in advance for the consideration you will grant to my application, please accept Sir my best regards.

Patricia AWADA.