



# MYRIAM SAAD



## Experience

2016-02 - present

### MARKETING SPECIALIST

#### STUDIO SS

Meet with new and existing clients for upcoming project. (Interior, events , exhibitions).

Managing all marketing for the company and activities.

Attend Meetings.

Developing the marketing strategy for the company in line with company objectives.

Overseeing the company's marketing budget.

Working closely with the design Department and the production team to coordinate with client on the progress of current designs and buildup.

Overall responsibility for brand management and corporate identity.

Monitor and report on effectiveness of marketing communications.

Prepare general reports for the General Manager.

2007 - present

### Photographer

Freelancer

Photo shoots

Birthdays

Events

"If a picture is truly worth a thousand words, then how much are the words of photographers worth?"

2012-11 - 2015-04

### MARKETING & OPERATIONS MANAGER

#### Circle Exhibition Services

Look for marketing opportunities.

Create a marketing plan suitable for the company's line of work and budget.

Prepare the company's marketing material.

Study organizations and individuals online (especially on social media) to identify new leads and potential new markets.

Researching the needs of other companies and learning who makes decisions about purchasing.

Supervising and leading the team of Marketing Executives.

Contacting potential clients via email or phone to establish rapport and set up meetings.

Planning and overseeing new marketing initiatives.

Attend conferences, meetings.

Meet with new and existing clients for any current or upcoming event.

Follow up with production and coordinate with client on the progress of current designs; and build to prevent unforeseen issues.

Attend the build-up of current client's stands and during an event.

Prepare post event quality & service reports based on the client's feedback.

Periodically prepare general reports for the CEO.

Attend and manage big projects builds abroad specifically in Erbil-Iraq.



## Personal Objectives

My name is Myriam Saad. I graduated from University of Quebec at Chicoutimi - Canada with a Masters Degree ( MBA ) in Management Consulting and a Bachelor degree in Marketing and Management.

I aim to develop and expand my own knowledge and experience in Marketing and Operations , and also get the chance to participate in big projects and fulfill important achievements within this field.



## MYRIAM SAAD

### Address

Beit Merry - Ain Saadeh - Lebanon

### Phone

03041581

### E-mail

myriam.saad@gmail.com

### Skype

Myriam.saad

### Instagram

MyriamSaadPhotography



## Languages

### English



### French



### Arabic



### Spanish



## Skills

Microsoft (Word, Excel, PowerPoint)

advanced

2010-03 -  
2012-04

- **Marketing & Logistics Executive**  
**Mecanix Shops**  
Ability to work independently and handle multiple projects.  
Proficient in standard logistics software.  
Record of successful distribution and logistics management.  
Look for marketing opportunities.  
Handle events, media and marketing issues.  
Data gathering, supervision and monitoring for events.  
Work towards individual and team revenue targets.  
Plan and manage logistics, warehouse, transportation and customer services.  
Strategically liaise and negotiate with suppliers, manufacturers, retailers and consumers.  
Keep track of quality, quantity, stock levels, delivery times, transport costs and efficiency.  
Supervise, coach and train warehouse workforce.  
Handle orders with the sales department.  
Coordinate with all departments for purchasing requirements.  
Manage purchases between the company and suppliers.  
Negotiate prices with existing suppliers.  
Look for new suppliers for competitive offers & service levels.  
Manage existing with suppliers.  
Handle and manage import and export shipping process.  
Follow up on delivery, shipping and arrival dates.  
Follow up on shipping documents and clearance.  
Oversee shipment insurance and custom clearance formality.

2008-06 -  
2009-12

- **LOGISTICS & MARKETING COORDINATOR**  
**JAHEL COMPANY**  
Supporting the production of Marketing materials.  
Strategically liaise and negotiate with suppliers, manufacturers, retailers and consumers.  
Keep track of quality, quantity, stock levels, delivery times, transport costs and efficiency.  
Stock Control of the products.  
Data entry.  
Follow up on delivery, shipping and arrival dates.  
Follow up on shipping documents and clearance.  
Oversee shipment insurance and custom clearance formality.



**Education**

2007-09 -  
2009-08

- **University of Quebec At Chicoutimi Canada**  
**MBA** *Masters In Science*  
**Organizational Management**

2003-10 -  
2007-07

- **University of Quebec at Chicoutimi Canada**  
**BA** *Business Administration*  
**Marketing and Management**



**Certificates**

- **Advanced Management: Service Offering, Mission Consultation.**

- Advertising communication management.
- Comprehensive Online Marketing Workshop
- Marketing & e-commerce.
- Introduction to negotiation.
- Digital Marketing - Astrolabs.com
- The importance of project management.
- Marketing & sales.
- The results of the negotiation.
- Project Management.
- Tools and techniques for the presentation of a CV Cover letter and interview.
- Recruitment, selection and orientation of staff (staffing) within organizations.
- Commercial Banks.
- Sales Force.
- Organizationally communication.



## Interests

- Music, Dancing (Salsa, Kizomba, Bachata)
- Photography Playing Guitar.
- Tennis, Swimming.
- Former Scouts Member.
- Crossfitter