

# HANIN AZZAM

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## PROFILE

I'm 27 years old with an exceptional communication skills in both written and oral forms. Proficient in various computer software applications. Possess excellent multitasking, organizational skills. Creative with good interpersonal and business management skills. Well organized and self-motivated

## EDUCATION

LEBANESE AMERICAN UNIVERSITY, 2009-2013

BA in Communication Arts

LEBANESE EVANGELICAL SCHOOL FOR BOYS AND GIRLS, - 2009

Lebanese Bac II

## SKILLS

Leadership, Communication, Blogging, Strategic Planning, Visual Presentations  
Public Speaking

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## EXPERIENCE

### **Zoomaal Inc.**

Operations Manager - 2015 till present date

Ensure that all workings are manufactured in a correct, cost effective and timely manner in alignment with specifications and quality requirements.

Improve operational systems, processes and add new practices that guarantee organization

Contribute towards the achievement of the company's strategic and operational objectives

Examine financial data/statements and use them to improve profitability

Recruit, train, supervise and appraise human resources

### **BAALBECK INTERNATIONAL SHORT FILM FESTIVAL**

Press and Public Relations Manager - August 2017

Develop a marketing communications plan including strategy, goals, budget and tactics.

Develop media relations strategy, seeking high-level placements in print, broadcast and online media

Create social media content to engage audience across traditional and new media.

Create content for press releases and articles.

Manage media inquiries and interview requests

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## EXPERIENCE

### EYESHOT PRODUCTION HOUSE

CEO Executive Assistant, 2014–2015

Devising and maintaining office systems, including data management and filing.

Producing documents, briefing papers, reports and presentations.

Responsibility for accounts and budgets.

Taking on some of the manager's responsibilities and working more closely with management.

Deputizing for the manager, making decisions and delegating work to others in the manager's absence.

Being involved in decision-making processes

### MARKETING AND COMMUNICATION DEPARTMENT - LEBANESE AMERICAN UNIVERSITY

Communications Assistant, 2014

Help implement communications strategies

Provide administrative support to programs and internal teams

Draft and edit communications copy (e.g. press releases, publications, social media posts)

Assist in maintaining web content and executing social media strategies

Update databases and media lists

Track projects and media exposure

Facilitate effective internal communications

Maintain calendars and appointments

Prepare presentations and reports