

# Sarah S. Gergis

**Mobile No.:** +961-71- 912 449

**Email:** Sarahgergis93@gmail.com

**Nationality:** Lebanese

**Birth date:** 29-05-1993

**Address:** Jal Al Dib – Main Road

**Linked in** : <https://bit.ly/2LzuF7Q>



## *Public Relations and Communications*

I am a Lebanese University graduate in Public Relations and Communication seeking to put my educational background into practice. I am currently looking for a full time position in an environment that offers a great challenge. Ideally, I wish to have a focus in communications and public relations and gain a challenging position where I can utilize my skills and expand my knowledge.

### Experience

**Interesting Times - Advertising agency**

**August 2018 – September 2018**

**Social media marketing Intern – Beirut digital district**

- Work with on-site Social Media director
- Develop content calendars/Plans
- Work across key social media channels (Facebook, Instagram, Twitter)
- Online research for campaigns
- Scheduling post
- Writing briefs
- Coordinate Ad Campaigns

**Blom Bank SAL**

**September 2016 – August 2018**

**Teller – Antelias Branch**

- Provide and process routine account services and transactions
- Receiving deposits, cashing checks and issuing saving withdrawals
- Selling of Bancassurance programs
- Assist clients with Account Inquiry

**Content Producer**

**September 2015 – December 2015**

**Scarbina Boutique – Sabtieh / Head Office**

- Create Content
- Handle customer's feedback
- Create product reports
- Engage with people online

**Sales Executive**  
**Scarbina Boutique – BHV Citymall**

**May 2015 – September 2015**

- Greet customers and assist them in their purchase decisions
- Maintain inventories and placing product orders
- Assist in the preparation of the staff schedule, trainings, and support
- Fully accountable for increasing sales and setting priorities

**Sales Associate - Cashier**  
**ABC Department Store**

**March 2012-April 2015**

- Arrange and replenish on a continuous basis
- Watch for and prevent security risks
- Perform physical and electronic inventory
- Manage and control the cash register by handling its opening and closure

**Trainings Attended**

- Exceptional Customer Service:(Up-Selling and Cross-Selling Techniques)  
(Telephone Techniques)
- Effective Communication Skills
- Communication Techniques
- Visual merchandising

**Education**

**Lebanese University - Tayouneh**  
Information and documentation

**2016- Present**  
Lebanon

**Masters**  
Corporate  
Communication

- Service Marketing
- Political Marketing
- Media and Crisis management
- Consumer Behavior

**Lebanese University - Fanar**  
Information and documentation

**2014 – 2016**  
Lebanon

**Bachelor**  
PR and  
Advertising

- Communications strategy
- Research methodology
- Human Resources
- Audit

**Secondary School**  
Christian teaching institute – Sin El Fil

**2009-2011**  
Lebanon

**Baccalaureate**  
Sociology  
& Economics

## **Professional Development**

**Lens Business Solutions**

**November 2017**

### ***Digital Marketing course***

- Digital marketing strategy and content generation
- SEO /SEM
- YouTube
- Facebook
- Instagram
- LinkedIn
- Twitter

## **Key Skills**

- Conducting research, managing content, developing media plans
- Writing speeches, press releases, presentations
- Excellent oral and written communication skills
- Online Research and report writing
- Communication products; basic layout and design skills
- Accuracy and attention to details
- Planning and organizing

***References Upon Request***