

Mona Dawalibi

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OBJECTIVE:

To work for a reputable company that will allow me to gain valuable experience in the sectors of interest. The ideal position should be challenging and allow for future growth.

PROFESSIONAL EXPERIENCE:

July – Present: Team 4 Cleaning s.a.r.l

Office Coordinator:

- Coordinating office activities and operations to secure efficiency and compliance to company policies.
- Keep stock of office supplies and place order when necessary.
- Obtains client information by answering telephone calls; interviewing clients; verifying information.
- Informs clients by explaining procedures; answering questions; providing information.

February – May 2017: Lebanon 24 - Online News Website

Public Relations Officer:

- Research current affairs, internet, archive
- Working in a busy office conducting clerical work, answering phones, organizing appointments
- Liaising with actors and general public
- Arranging publishing of online news on the site

June – October 2016: Free Minds – Advertising Company

Public Relations and Advertisement Section:

- Designing advertisements
- Planning advertising campaigns
- Planning public relations campaigns
- Marketing of products

EDUCATION AND QUALIFICATIONS:

2014 – 2017 Lebanese University – Faculty of Information and Documentation:

Bachelor's Degree in Public Relations and Advertising

SKILLS:

- Fast and proficient with Microsoft Word, Access, Internet Explorer, social media, email, and HTML
- Willingness to learn and acquired new skills through employment and creative projects
- Team player who thrives working in both teams and independently
- Problem solver; involved in complex, low-budget projects, with time constraints
- Great communication skills, able to express critical opinions in essays and seminars
- Self-motivated: achieved 2:1 degree, plus activities, while working to fund studies
- Providing excellent customer service and liaised as a runner
- Creativity writer; advertisement scripts, designing logos, and slogans

INTERESTS:

- **Journalism:** reading a broad range of publications (local and national) for the latest news and critic.
- **Cinema:** going to cinema with friends; discussing film; reading critical works
- **Literature:** reading a diverse range of novels and books related to mass communication and PR.
- **Music:** listening to many different genres of music
- **Sports:** swimming, and equestrian
- **Creative Writing:** writing news, articles, and scripts

REFERENCES:

Available upon request