

DALIA ZOUEINI

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Professional Objective

I am a senior Business marketing student at the American University of Beirut, seeking for opportunities that would allow me to exhibit, add to, and master my skills, through knowledge and experience. I am a motivated extrovert who is outgoing and committed to working hard and achieving the best I can, within a stipulated time.

Personal Skills

- Languages: Fluent in written and spoken English and Arabic
- Computer: Proficient in Microsoft Office: Word, Excel, Power point
- Good at editing and proofreading
- Ability to work on tasks individually or as part of a team
- Accuracy in work, patient, and function effectively under pressure
- Excellent organizational skills with effective multitasking
- Meet deadlines successfully
- Great communication skills
- Adaptable to working in different environments

Experience and Training

May 2018	INTERNSHIP AT CURLY BRACKETS (Managing social media accounts, writing social media plans and one pagers, editing on Photoshop, handling content calendars)
April 2018	PUBLIC RELATIONS COURSE (Guest speakers) (Better knowledge in the fields of: events planning, building connections, crisis management)
June 2017	CSR BEIRUT, LEBANON (During internship) (Enriched my humanitarian, teamwork and communication skills through collaborative activities)
June 2017	TWO-MONTH INTERNSHIP AT BANK AUDI (Increased social and customer interaction skills, acquired better understanding of all stages of the banking process, and improved accounting and financing skills)
June 2016	MANAGEMENT COURSE PROJECT (Improved interviewing skills and preparing questionnaires, understood production line process and companies' management and marketing strategies)

Education

Current student	At the American University of Beirut Bachelor of Business Administration (BBA); Marketing concentration <u>Expected graduation:</u> Fall 2018-2019
June 2014	Graduated from Al-Dhafra Private School Abu Dhabi Certificate of Education – High School Diploma

Hobbies and Interests

Travel, research (writing papers), swimming, volleyball, Folk dance (Dabke)