

Jad Jaber

C u r r i c u l u m V i t a e

Career Objective

I am seeking to be a part of an organization, which provides a steady career growth along with satisfaction, challenges and opportunities to contribute to the success of the organization.

Email: jad_jaber@outlook.com

Mobile: (961)76 196003

Date of birth: 13/11/1997

Nationality: Lebanese

Address: Beirut, Lebanon

Marital status: Single

EDUCATION

Lebanese American University Bachelor of Science in Business – Marketing Emphasis	Beirut, Lebanon	Sept. 2015 – June. 2018
Beirut Annunciation Orthodox Collège Lebanese Baccalaureate Degree in Literature and Humanities	Beirut, Lebanon	Jun. 2015

PROFESSIONAL EXPERIENCE

Educom Overseas- Intern Recruitment Officer	Beirut, Lebanon	June 2018 – July 2018
<ul style="list-style-type: none">• Handling social media pages and promoting posts (Instagram, Facebook..)• Responsible of recruiting students who applied online.• Consulting students for study abroad opportunities.		
DiffaGroup	Beirut, Lebanon	Mar. 2017 – Present
<ul style="list-style-type: none">• Worked as an usher through different events occurring in Lebanon (Cultural events, Concerts, Dinners, Weddings, Promotion..)		
The Macallan,	Beirut, Lebanon	Dec. 2017 - Jan. 2018
<ul style="list-style-type: none">• Worked as a brand ambassador at ABC Ashrafieh mall at a stand for The Macallan (responsible for promotion and sales)		
Part time-Information International, Beirut, Lebanon	Beirut, Lebanon	Nov.2015-Sept.2016
<ul style="list-style-type: none">• Surveyed and distributed questionnaires to university students covering several topics such as alcohol abuse...		

OTHER EXPERIENCES AND COCURICULAR ACTIVITIES

James Walter Thompson – Intern - Public Relations Dep.	- Beirut, Lebanon	Aug. -Sept. 2017
<ul style="list-style-type: none">• Media monitoring: daily tasks monitoring through newspapers• Media follow up: influencers and tv anchors• Copywriting: translating speeches		
Amideast – Intern – Education Department,	Beirut, Lebanon	Mar. -May 2017
<ul style="list-style-type: none">• Prepared for events• Handled administrative, and organized and sorted student and teacher’s material		
Volunteer at Beirut Hospital,	Beirut, Lebanon	Summers 2012 - 2014

- Handled administrative tasks
- Assisted the patients and helped move them around

INTERESTS AND HOBBIES

Football, Swimming, Fitness

COMPUTER SKILLS

Strong knowledge in Microsoft Office programs (MS-Excel, MS-Word, MS-PowerPoint)

LANGUAGES PROFISIONCIES

Arabic: Native language

	<u>English</u>	<u>French</u>
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<u>Written:</u>	V.Good	Intermediate
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<u>Spoken:</u>	Fluent	Intermediate
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<u>Reading:</u>	V.Good	Good
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REFERENCES ARE AVAILABLE UPON REQUEST
