

Jana Bou Dihn

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Career Summary

Motivated and result-driven Business Administration undergraduate specializing in Marketing and Management, with practical experience in customer engagement, event coordination, and operations support. Skilled at managing projects, collaborating with diverse teams, and delivering clear communication to stakeholders. Seeking a Marketing Internship to support content initiatives, digital campaigns, and brand growth within a technology-driven environment.

Education

Antonine University, Baabda, Lebanon Sept 2023 – Present

Bachelor of Business Administration (BBA) – Marketing and Management

Relevant Coursework: Marketing Principles, Management & Organizational Studies, Business Communication, Consumer Behavior, Market Research

Hussein Massoud Secondary School, Bshamoun, Lebanon Sept 2020 – Jul 2023

Lebanese Baccalaureate – Sociology and Economics

Work Experience

Community Officer Intern Jul 2024 – Nov 2024

Hexa – The Spot Choueifat, Lebanon

Hexa is a coworking space providing professional facilities and community engagement for members.

- Managed front-desk operations, assisted members and visitors to ensure smooth daily activities.
- Supported community and internal events by coordinating logistics and optimizing space usage.
- Handled member communications via email and in-person for inquiries, bookings, and requests.
- Assisted with administrative tasks including scheduling, documentation, and operational support.

Chef Assistant Oct 2023 – Jan 2024

Rayana Sweet Treats, Beirut

Rayana Sweet Treats is baking and decoration session for kids in play areas, schools and ateliers.

- Coordinated children's baking workshops, ensuring safety, high participant engagement, and smooth experience delivery.
- Supported event and kitchen operations, including organization, food preparation, and handling.
- Managed a total of 45 participants in workshops, improving my communication and interaction skills.
- Assisted with general operational tasks, maintaining order and efficiency during events.

Volunteering Activities

Volunteer Photographer & Event Assistant

Jul 2024

- Assisted in event planning and execution of 2 major events in Akkar and Rashaya to introduce entrepreneurship to young talents.
- Captured and delivered photography for content creation and marketing materials.
- Developed skills in time management, organization, photography, and coordination.

Trainings & Certifications

Google Digital Marketing & E-commerce, Coursera

Aug 2023 – Dec 2023

- Foundational program covering digital marketing strategies, online customer engagement, email marketing, marketing analytics, and e-commerce fundamentals.
- Participated in applied exercises including simulated marketing campaigns and scenario-based project online.

Pre_Incubator Badeel, AUF, CEF De Beyrouth

May 2024 – July 2024

- Developed and pitched Bambeem, a chewable toothpaste product.
- Trained in entrepreneurship, product development and business communication in person.

Skills

Marketing & Analytics

- Event Coordination & Support, Basic Marketing Analytics, Market and Competitor Research.

Operations & Collaboration

- Communication and Writing Skills, Customer Service Excellence, Time Management & Organization, Attention to Detail.

Computer Skills

- Beginner Canva, Microsoft Office, Google Workspace

Languages

- Arabic – Native
- English – Professional Proficiency