**FIRST LAST**

St., Bldg,. Floor, Hamra, Beirut, Lebanon

[first.last@lau.edu.lb](mailto:first.last@lau.edu.lb); + 961- 71- xx xx xx

**EDUCATION**

**Lebanese American University, Beirut, Lebanon** Feb. 2011 – Expected June 2013

Bachelor of Sciences in Business Studies - Emphasis in Marketing *Major GPA 3.4*

Minor in Advertising

**WORK EXPERIENCE**

Oct. 2010 - present **Marketing & Communication - Lebanese American University, Beirut, Lebanon**

***Position: Marketing Assistant***

* Preparing and modifying documents, including correspondence, reports, drafts, memos, and emails
* Scheduling and coordinating meetings, and appointments
* Updating and verifying page content, hyperlink, formatting, and site organization
* Collecting statistical information for the annual report

Jan. - Mar. 2010 **Tea Shop, Beirut, Lebanon**

***Position: Sales Associate***

* Maximized sales by actively using sales information and providing outstanding customer service
* Generated statistical data by using SPSS for data analysis and forward planning

**INTERNSHIPS**

Sept. – Oct. 2011 **Central Bank of Lebanon, Beirut, Lebanon**

***Position: Intern***

* Attended seminars, workshops, and lectures regarding each department functions
* Rotated within different financial departments

**VOLUNTEER WORK & EXTRA-CURRICULAR ACTIVITIES**

**TEDxLAU, Beirut, Lebanon** (July – Sept. 2012)

***Advertising & Promotion Manager:*** Formed a promotional team to create a Tedx Commercial, and assisted in event organization

**LAU Summer Camp, Beirut, Lebanon** (July 2011)

***Team Leader:*** Supervised two assistants and 30 young boys and girls at the LAU summer camp

**CERTIFICATIONS /AWARDS**

* First-place winner in XYZ Science Fair, for Best Invention, Beirut, Lebanon – June 2012
* Certificate of Appreciation - Outreach and Civic Engagement Program at LAU, Beirut, Lebanon – Jan. 2012
* Certification in CPR and First Aid - Lebanese Red Cross, Beirut, Lebanon - 2012

**SKILLS**

**COMPUTER:** Microsoft Office (Word, Excel, Power Point), SPSS, Illustrator, Photoshop, Premier, After Effects

**LANGUAGES:** Arabic and English