**FIRST LAST**

Address: St, Building, 9th floor – Beirut, Lebanon

Mobile: +961-70-xxxxxx

E-mail: first.last@gmail.com

**OBJECTIVE**

Seeking a full time position in the marketing field

**PROFILE**

Excellent verbal and written communication skills

Well-developed management and problem solving skills

Highly responsible, dedicated, and organized

Ability to grasp new concepts quickly

Proven leader

**EDUCATION**

**Lebanese American University (LAU) - Beirut, Lebanon** Sept. 2011 – Present

BS in Business Studies with emphasis in Management *Cumulative GPA 3.70*

**XYZ University – New York, USA**

Study Abroad Program: Researched and delivered a comprehensive presentation which examined the best campaign practices for international markets

**WORK EXPERIENCE**

**Student Assistant - Loan Department- LAU - Beirut, Lebanon** Sept. 2012 – present

* Providing assistance for the department, and helping students follow up on their loans

**Student Assistant - Internal Audit Unit- LAU - Beirut, Lebanon** Feb. 2012 – June 2012

* Assisted the unit in various administrative tasks

**EXTRA CIRRICULAR ACTIVITIES**

**Junior Achievement Program – XYZ Corporation**  Feb. 2010 – May 2010

Developing a full marketing campaign for the company

**SKILLS**

**Computer:** Office suite, Photoshop and Illustrator

**Languages:** Fluent in English and Arabic; proficient in French

**INTERESTS**

Stop-Motion and Photography