

## TATIANA –RITA ISHAK

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### PROFESSIONAL EXPERIENCE

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2009 -2014

*Partner*

**Oursin Boursin ,Maison Gourmet | Kaslik**

- Approaching clients with new suggested product.
- Close deal with retailers.
- Cashier

2007

*Promotrice*

**SMINT | Beirut**

- This experience made me learn how to work in groups and how to depend on myself as an individual.
- Helped me in my communication skills with others.
- Team leader.

March-April 2013

*Spring Training Program*

**IB2-OMD | Ashrafieh**

- Provided me with practical knowledge of the advertising agency working process. Furthermore it offered me an opportunity to improve my skills as well as the chance to experience different sectors at the agency.

Dec 2012-present

*Owner-Cushion Creation*

**T.BLOOM DESIGN | Kaslik**

- Create different type of cushions.
- Contacted and built relationship with different type of people and style.
- Build and maintain relationship with my clients.

2005

*Rally Paper*

- Team leader of an mariste champville with collaboration with JAD rally paper group, which considered of 15 members.
- Manage the team member responsibilities.

2014

*Wedding Planner*

**BAZ AGENCY-Ashrafieh**

- meeting couples to discuss their requirements and budget
- coming up with creative ideas and themes
- preparing proposals and quotations for the work
- agreeing prices with suppliers such as florists, photographers, caterers and venues
- keeping detailed records to make sure that costs stay within budget
- being at the venue on the day of the wedding to make sure that everything goes to plan.

2014

*Client service*

**ADMATE-Kaslik**

- Writing creative briefs, ensuring the ideas remain faithful and kept within the time frame and budget.
- Link between the client and the entire agency.
- Creating a portfolio of client accounts and monitoring the ongoing activities related to them.
- Managing, reviewing progress and delivering the client's advertisement projects.
- Conducting meetings with the clients as well as informing them about the current work status of their projects
- Establishing relationships with new clients, maintaining and nurturing business relationships with existing clients

Sep 2014

*Communication Management (internship)*

**LEO BURNETT-ASHRAFIEH(SOFIL)**

- ❖Advertising Club (NDU)
- ❖Freelance Social Media
- ❖Freelance graphic design (junior)

## EDUCATION

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Feb 14      *Bachelor of Humanities: Advertising and Marketing*  
Notre Dame University (NDU) | Zouk

International Advertising Association –diploma in marketing communication

## OBJECTIVES & QUALIFICATIONS

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To acquire a challenging practicum in a respected company, work with experts in a professional environment in order to experience mature teamwork and learn to improve one 'self.

- Ability to work productively and effectively with all levels of management with full range of personalities.
- Ability to meet up the deadlines and work well under pressure.
- Exceptional interpersonal with client service skills.
- Ability to communicate both orally and with writing in three languages.

## SKILLS & INTERESTS

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<i>Skills</i>	English & French – <i>Fluent</i>   Arabic – <i>Native</i>
Technical	MS Office Suite – <i>Proficient</i> / After effect/ Adobe Photoshop and illustrator
Interests	Ski & Dancing & Organize wedding and events