**Name: Joanna Assaad Jaber**

**Date of birth: 27th August 1995**

**Nationality**: **Lebanese**

**Address:  Ashrafieh, Beyrouth, Lebanon**

**Email: Joanna\_jaber@outlook.com**

**Mobile Tel: 70383079**

**Education & Qualifications:**

**•2013-present**

**American University Of Science and Technology- Faculty of Business and Economics.**

**BA-Travel and Tourism Management. Main Subjects included: Marketing, Economics, Geography, and Mathematics.**

**•2012-2013**

**Saghbine High School – Bekaa**

**Higher Grades include: French, English, Economics and Sociologies.**

**Work Experience:**

**• May 26-August 18**

**Sales assistant at Retail group /Okaidi**

**Responsibilities: Working as part of the sales team to develop both new and existing markets. Involved in developing sales and pricing strategies. Liaising with customers and the dealer network to answer and resolve their queries. Writing accurate and informative sales reports and documentation. Identifying the customer's needs.**

**Additional Information:**

**•Languages:**

**Arabic - Mother tongue   
English - Fluent written and spoken  
French - Fluent written and spoken**

**•Computer Knowledge:**

**-Excel, Access, Word .**

**-PowerPoint, Photoshop.**

**-Internet Surfing.**

**•Online certifications:**

**-Archetypal Branding: Learning about the different types of Brands and their characteristics.**

**-Social Media for SEO: Learning the impact and the opportunity of social networks in search ranking and how it can affect it .**

**- Marketing : focus on strategic online marketing , learn how to design a simple but effective free or low cost marketing plan .**

**•Personal competencies :**

**-Good communication , Regular appointments, Accuracy**

**-Possessing a good team spirit , deadline orientated and having the ability to succeed in a demanding sales environment .**

**Address**