



1. Experience

- Freelancer in graphic design

01/11/2012 - until date

Project executed: - One year (**01/11/2012 – 31/10/2013**) Contract with Food Trends Corporation
- The Lebanese Village restaurant, Moulin D'or, D.A.H Diamonds, D-Card,...

- Food Trend Corporation – Ashrafieh:

01/06/2010 - 31/10/2012

Held the position of a Human Resources Assistant & Traffic Coordinator moving to Brand Coordinator handling Branding and Communication. And was also a freelance graphic designer for the company

Please find attached work certificate

Human Resources Assistant and Traffic Coordinator duties and responsibilities

- Archived the Human Resources database
- Assisted in developing the employee uniform System
- Coordinate the courier traffic between the company and branches

Brand coordinator duties and responsibilities

- Maintained the corporate identity of the company: graphic design, decoration and outlet accessories
- Developed Digital Programs for Leila and Kahwet Leila such as updating the website and Facebook
- Handled promotional activities and events
- Coordinate with franchised outlets on developing the Leila identity
- Helped with site development projects for new ventures in Lebanon and coordinating supply of construction materials for franchise outlets under construction
- Was responsible for the corporate advertising clip
- Monitored the marketing yearly budget
- Conducted new outlet's marketing plans
- Handled the marketing of Kahwet Leila during its opening and the following events through planning and budgeting
- Helped with a new concept development (The project was not Executed)

- Move design studio - Ashrafieh, Mono street:

01/02/2007 - 31/12/2009

Held the position of a graphic designer, the production, Die-cuts and printing follow ups of many projects, namely: Calipain, Equia, ZWZ, La Piazza, Napoletana, Scoozi, Laziz, Leila restaurant... As well as client servicing

- Special printing services - Roumieh:

28/07/2004 - 30/06/2005

Held the position of a graphic designer & was also responsible for the pre-press & the production of many projects, namely: Akira, Dali, Signal, Lancaster, Igat, Crepaway, Logex, Saga, Trussardi, X-Plosiv ...

- Move design studio – Sodeco:

15/03/2002 - 30/11/2003

Accounting & Traffic controller, responsible of the follow up of jobs: Creative, printing and production

2. Computer Skills

- Adobe Illustrator, Adobe Photoshop, Adobe InDesign, Microsoft Word, Microsoft Excel, Microsoft PowerPoint

3. Interests & Activities

- Acting:
Some of my work: - "Ma 7ada Merte7" with L'atelier du Je – Monot Theatre
 - "Mère Noël et Le Sapin" Kids Play
And in: - 1 TV Ad & 2 small scenes in movies
 - Concepts Creation, Dancing, Reading, Photographic, Re-looking, hand work and self-development workshops, Art in general
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4. Education

- NDU/DCE Louaize - Jeita: - Marketing and sales (Certification Program – 2009)
 - NDU/DCE Louaize - Jeita: - Business Management (Certification Program - 2008)
 - Dekwaneh - Technical School: - BT in Graphic Design (2002)
 - Secondary School - Bkennayah: - Val Père Jacques (1996)
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5. Languages

Read, Written & Spoken

- Arabic Very Good
 - English Good
 - French Fair
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6. Personal Data

- Date Of Birth: 01 March 1980
- Civil Statues: Single

Respectfully yours,

Maya Dihny