

DANA FAYED

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NATIONALITY: LEBANESE
DATE OF BIRTH: 18/07/90 ; MARITAL STATUS: SINGLE
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PROFESSIONAL EXPERIENCE

SAAB Developers Holding (*May 2014 – Present*)
Assistant Operations Manager

Lebanon

- Direct the planning and execution of corporate events for prestigious clients
- Assist in interviewing, recruiting, training, performance evaluation and termination activities
- Marketing and publicity supervision and planning
- Coordinate between organizational and administrative functions within all departments
- Determine staffing requirements, work assignment and schedules for new projects
- Help in identifying the opportunities for the upcoming projects and the enhancement of the existing ones

OLYMPUS KeyMed (*Oct 2013 – Mar 2014*)
Sales & Marketing Specialist

United Kingdom

- Responsible for managing the Gynecology & General Surgery activities of the distributors throughout the Middle East and Turkey, including the development of training and professional education
- Studied the market in terms of product and competitors devices to input into the marketing and sales strategy
- Attended exhibitions, workshops and educational meetings
- Worked in operating theaters, endoscopy and outpatients units in close association with consultants, clinicians and nursing staff
- Updated company CRM system to record customer interactions and business opportunities
- Developed a plan to achieve company sales targets

Mets Holding (*Dec 2012 – Sep 2013*)
Marketing Coordinator

Lebanon

- Studied the market in search of competitive products, evaluated their pricing and elaborated a guideline in order to compare them by characteristics, cost and return
- Assisted in building the company's commercial advertisement/promotion campaign
- Participated actively in international exhibitions and projects such as Middle East Electricity Dubai and Project Lebanon

EDUCATION

Lebanese American University (*2009-2012*)
BSc in Business Marketing

Lebanon

Lycée Abdel Kader (*2007-2008*)
French Baccalaureate (SP French Literature)

Lebanon

PROFESSIONAL TRAINING

Olympus (2013-2014)

Germany

- Basic Sales Training
- Advanced Gynecology Training
- Surgical Energy Training

Aie Serve (2012)

Lebanon

- Holding Effective Meetings
- Team Management

COMPUTER & PERSONAL SKILLS

- Proficient with Microsoft Office suite including Word, Excel, and Power Point
- Excellent communication skills, developed through experience in customer service
- Ability to work as a team member as well as independently
- Ability to deal with problems calmly and efficiently

LANGUAGES

- Arabic: native; French: fluent; English: fluent

REFERENCES

- Available upon request