

# MELHEM EL-AKOURY

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## OBJECTIVE:

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To obtain a job using my verbal and written communications skills.

## EDUCATION:

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- **Lebanese American University, Beirut** 2009 – 2012 B.S. In Business Management
- **Notre Dame de la Paix High School, Dora** 2008 – 2009  
High School Diploma  
Lebanese Baccalaureate in Life Sciences

## WORK EXPERIENCE:

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- **Assistant Sales Manager**, July 2015 – Present  
Le Patio Boutique Hotel, Beirut, Downtown
  - In charge of the sales and marketing department.
  - **Le Patio Boutique Hotel Facebook page, Twitter & IG manager.**
  - Develops a business plan and sales strategy for the market that ensures attainment of company sales goals and profitability.
  - Assists in the development and implementation of marketing plans as needed.
  - Assists in implementing budget and rates.
- **Sales Executive**, February 2014 – April 2014  
Ramada Beirut Downtown, WYNDHAM Hotel Group  
(Left for Travelling reasons)
- **Sales Executive**, October 2012 – January 2014  
Grand Hills Hotel & SPA, Broumana
  - Develops a business plan and sales strategy for the market that ensures attainment of company sales goals and profitability.
  - Assists in the development and implementation of marketing plans as needed.

- **In charge of the hotel Facebook page, twitter account and all bulk messages and e-newsletter.**
  - Adheres to all company policies, procedures and business ethics codes and ensures that they are communicated and implemented within the team.
- **Sales Internship, August 2011**  
Le Royal Hotels & Resorts (LHW) Beirut Lebanon
- Taught how to take and proceed sales calls
  - Updating data (guest information, contact information,...etc)
  - Going over sales requests, follow-ups, taking offers training with the sales manager.
- **Marketing Internship, July 2011**  
Le Royal Hotels & Resorts (LHW) Beirut, Lebanon
- Contributed in skimming and putting the final touch on Le Royal Hotels & Resorts websites (Beirut, Luxembourg, Tunis).
  - Participated in preparing for Le Royal Facebook advertising.
  - Prepared a PowerPoint presentation for Le Royal Hotels & Resorts-Beirut.
- **Activity Monitor, Summer 2010**  
Private Club – Horch Tabet
- Planning activities for children
  - Coaching sports activities
- **Taekwondo Coach, 2009 – present**  
Club La Charite – Zouk Mekayel
- Coaching students (8- 15 years old) and leading them to championships

## **SKILLS:**

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- Working under stress and pressure.
- Negotiating contracts
- Putting Marketing Strategies
- Good in Strategic Planning

## **COMPUTER & LANGUAGE SKILLS:**

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- Proficient in Microsoft Office (Word, Excel, PowerPoint, Access) -
- Proficient in OPERA Hotel System
- Fluent in French, English and Arabic (Spoken/ Written)

## **REFERENCES:**

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Available upon request