

# Maya Khoury

Awkar, Lebanon

Mobile: 961-3-755842

E-mail : [mayakhoury8@gmail.com](mailto:mayakhoury8@gmail.com)

Nationality : Lebanese

## Work Experience

### Ezz Holding

*Executive Coordinator*

Beirut, Lebanon

Jan 2009 - Present

- Followed up with the management team (CEO, Project Manager and Accountants)
- Created a database system for the previous and current projects
- Extracted and summarized data as well as prepared letters to lawyers and banks
- Coordinated the feasibility study for new projects in Lebanon
- Mapped and screened exercise on the Lebanese real estate sector
- Followed up on the Sales and Marketing with **Ezzedine Property Management** subsidiary company

### Kommsult

*Real Estate Marketing Executive (Free Lance)*

Beirut, Lebanon

Jun 2008 - Aug 2008

- Formulated a marketing and communication strategy for projects
- Coordinated the word of the general executive director of the company and cooperated with graphic designers for 3D maps

### Spotvision

*Sales Executive*

Mina, Tripoli

Jul 2007 - Sept 2007

- Pitched Marketing Directors of companies all over Europe
- Closed deals

*Marketing Research Analyst*

Oct 2007 - Nov 2007

- Conducted a research study analysis for a new business opening in the following regions: Dubai, Abu Dhabi, Kuwait and Amman.

*Human Resources Executive*

Nov 2007 - May 2008

- Interviewed and trained new employees
- Followed up on employees and teams progress
- Performed an advertising campaign all over Lebanon for recruitment

## Educational Background

Lebanese American University Graduate, Byblos

2002 – 2006

Bachelor Of Science in Business Administration, Concentration in Marketing

Degree from Excelsior College in New York

Honor list for the last three semesters

## Languages

- Fluent in French, English and Arabic (native)

## Skills

- Windows: Power Point, Excel, Word , Photoshop & Visio

## Other Skills

- **Member** of Rotaract Club of Metn
- **RYLA Certificate** ( A leadership program coordinated by Rotary Clubs)
- **Certificate** in Improvisational Acting with Lucien Bourjeily
- Quick learner, self motivated, dedicated and a hard worker
- Excellent public relations and communication skills
- Team spirit and ability to work under pressure