

Zeina Ali Hammoud



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To Whom It may concern,

Dear Sirs,

I am interested to secure a position in your Firm where my abilities and qualifications can be fully applied to our mutual benefit. My resume is enclosed for your review and consideration.

I have demonstrated my ability to handle a variety of tasks effectively and deliver them on deadlines. Although I work well independently, I am equally comfortable working as part of a team.

I am sure that you will be satisfied with my performance and commitment if you decide to hire me in your respectful company. I would appreciate it if you call for an interview. Thank you for your valuable time.

Sincerely,

Zeina Ali Hammoud

Personal Details

- **Nationality :** Lebanese
- **Date of birth :** 23/04/1988
- **Gender :** Female
- **Marital status :** Single

Education

Lebanese University - Faculty of Political & Administrative Sciences

- **2006 - 2010 :** Degree in Political & Administrative Sciences

High School (Furn-El-Chebak High School)

- **2005 - 2006:** Baccalaureate (Economy & Sociology Section)

Skills

➤ Computer Skills

- Word – Advanced Level (Certificate from Formatech)
- Excel – Intermediate Level (Certificate from Formatech)
- Power Point – Basic Level (Certificate from Mira Training Center)

Certificates

- **Social Media Management (Certificate from An-Nahar News Paper (Conducted by Mr. Philippe Abou Zeid)**
- **Certificate of Participation in the Developing your Executive Presence Workshop (Conducted by Mr. Milad Hadchiti)**

Languages

- **Arabic:** Fluent in speaking, reading & writing
- **French:** Fluent in speaking, reading & writing (DELF B1 from CCF)
- **English:** Good in speaking, reading & writing – Work Professional Proficiency
(Intermediate Level - I still Learn English Courses at BLC).

Work Experiences

➤ IDEA (International Design Engineering & Architecture)

- **2012-2016:** - Secretary
- Documents Controller

➤ WEDIA (Media Together)

- **2010-2012:**
 - Assistant Office
 - **Coordinator of Facebook Pages:**
 - Creation of Facebook Pages (Uploading Applications)
 - HTML Templates
 - Trainings for many NGOs about How to Create a Facebook Page
 - Basic Journalistic (Writing Skills & Principals)

➤ Al-AHED Channel

- **2010-2011:** Training for 1 month (Political Dialogue & Vox-Pop)

➤ Al-BALAD News Paper

- **2008-2009:** Training for 3 months (Redaction).

➤ **Lebanese Association for Early Child Development**

- **2008-2009:** Secretary & Accountant for 4 months.

➤ **ADVENTURE WORLD – Beirut Mall**

- **2006-2011:** Cashier & Training Coordinator.

Hobbies

Swimming, Dancing & Acting