

## **Nour Sardouk**

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### **TRAININGS AND JOB OCCUPATIONS**

#### **Training at First National Bank**

August- September 2011

Duties:

- Teller
- Customer service

#### **Training at the Ministry of Tourism**

July- August 2014

A two months internship at the Tourism Promotion department.

Duties:

- Training candidates for the Global Business Opportunities program developed by CSR Al Ahli Holding Group
- Visiting Bed and Breakfasts sites
- Developing quality criteria for Bed and Breakfasts in Lebanon
- Coordination with members of the Nature Conservation Center – AUB to prepare the “Baldati Bi’ati” award ceremony in cooperation with the Ministry of Tourism

#### **Community manager - Badaro Official Page**

June 2015- October 2015

Duties:

- Managing Facebook and Instagram pages for “Badaro Official Page”

#### **Administrative assistant - Brax Petroleum Company**

June 2015- October 2015

Duties:

- Data entry and accounting on *Profiles Integrated Management System*

#### **Event coordinator - Comité des Commerçants de Badaro**

June 2015 – September 2015

Duties :

- Coordinating venue management, stand designers reservations
- Selling sponsorship/stand/exhibition to potential exhibitors and clients
- Organising with PR and marketing colleagues to promote the event on social media platforms
- Agreeing to, and managing a budget dedicated to the festival

## **Community manager – Freelance**

January 2014 – June 2015

Duties:

- Managing Facebook and Instagram pages for small businesses
- Able to develop content strategies and calendar for Facebook, Instagram, Twitter that can grow the company's online presence

## **ACADEMIC QUALIFICATIONS**

### **Université Saint-Joseph de Beyrouth**

- Bachelor of Business and Management  
Beirut, Lebanon; June 2015

### **Université Saint-Joseph de Beyrouth ; Université François-Rabelais de Tours**

- Pursuing a Master's degree in Services Marketing (double diploma)  
*Thesis under development; anticipated completion June 2017*

### **Collège Louise Wegmann; Beirut, Lebanon**

Baccalaureate II- Lebanese  
Beirut, Lebanon; June 2012

## **COMPUTER SKILLS**

Word – Excel – Power Point – Access

## **LANGUAGES**

Arabic – French – English

## **REFERENCES**

Available upon request.

