Nadine El Tennir

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# **Education**

## Lebanese american university – spring 2006

## Bachelor of Science, Business Hospitality Management

## Minette Modern School – June 2001

## Lebanese Baccalaureate, Sociology & Economics Section

**Professional Experience**

## H2 Group, Beirut, Lebanon

## *Office Manager / Distribution Supervisor – Operations Department, January 2016 – Present*

* Organize and schedule meetings and appointments
* Partner with HR to maintain office policies as necessary
* Organize office operations and procedures
* Coordinate with IT department on all office equipment
* Responsible for managing and improving operations in customer service support and system processes & procedures.
* Responsible in resolving operational issues and maintaining good relationship with customers through the daily communication
* Organize and execute action plans that meet sales, operational and organizational objectives

## Les affichages pikasso sal, Beirut, Lebanon

## *Billposting Manager - Operations Department, August 2012 – July 2015*

* Supervising a team of billposters - Iraq operations
* Supervises and coordinates activities of Billposters.
* Controlling Attendances
* Calculating Overtimes
* Others (upon request: preparing Letters for official and non-official parties).
* Reservation of Panels /Examines poster panels as per client's request. (Using "Fusion and Emplacement', Systems.
* Intermediary between the Billposting / Technical department and the HR department.
* Monitoring the stock inventory of items received.
* Sending Confirmations/Propositions of locations to clients

## MS&L – Leo burnett - Public Relations, Dubai, UAE

## *Senior Communications Executive, April 2012 – July 2012*

* Managing media outreach programs
* Organizing events & press conferences / new product launches.
* Coordinate specific events, press conferences and promotions for the Client Conceptualization, planning and implementation of public relation campaigns.
* Manage the organization of events, seminars and meetings inside the office and outdoors.
* Develop relationships with external audiences (media, third party constituencies, etc.) to convey the Client's message
* Monitor media to report coverage that affects the Client's business
* Handle routine media inquiries
* Handle basic research of Client's business and industry to maintain a current knowledge base
* Clients Handled : National Geograghy, Patchi, Honda, Starcom Media Vest, P&G

## Les affichages pikasso sal, Beirut, Lebanon

## *Billposting Assistant Manager - Operations Department, June 2010 – April 6 2012*

* Supervises and coordinates activities of Billposters.
* Controlling Attendances
* Calculating Overtimes
* Others (upon request: preparing Letters for official and non-official parties).
* Reservation of Panels /Examines poster panels as per client's request. (Using "Fusion and Emplacement', Systems.
* Intermediary between the Billposting / Technical department and the HR department.
* Monitoring the stock inventory of items received.
* Sending Confirmations/Propositions of locations to clients.

## SABIC, "Saudi Basic Industries Corporation", Beirut, Lebanon

## *Public Relations Officer, January 2010 – May 2010*

* Manage the organization of events, seminars and meetings inside the office and outdoors.
* Assist SABIC Delegates from K.S.A/Europe at their visits in Lebanon in regards of hotel reservation, tickets, tours, etc...
* Establish and maintain cooperative relationships with representatives of hotels, restaurants and other interest parties.
* Design and make greeting cards for holidays and occasions, and manage office gifts, agendas and calendars (HQ) for customers and governments officials.
* Coordinate with PR department in HQ to align with the global branding and image of SABIC HQ.

## Memac Ogilvy Public Relations, Dubai, Uae

## *Senior PR Account Executive, December 2007 – December 2009*

* Working on one of the largest PR account in Middle East- General Motors Middle East Operations.
* Managed the ‘GM Style Event Dubai’, the first of its kind in the Middle East.
* Coordinate specific events, press conferences and promotions for the Client Conceptualization, planning and implementation of public relation campaigns.
* Handle basic research of Client's business and industry to maintain a current knowledge base
* Create and maintain media lists
* Handle routine media inquiries
* Monitor media to report coverage that affects the Client's business
* Develop relationships with external audiences (media, third party constituencies, etc.) to convey the Client's message

# **Additional Skills**

* Expert in Microsoft Office, Word, Excel, Power Point & Access
* Bilingual in Arabic and English
* Sports, Reading and Social Activities.