

# Marieam Al-zomier

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## CONTACT

**E-mail:** marieamalzomier@gmail.com

**Phone:** 0096181789778 (Lebanon)

## QUALIFICATIONS

- ✓ Program & Project Management
- ✓ Business & Enterprise Analysis
- ✓ Strategic Planning & Operations Management
- ✓ Soft Skills Training & Mentoring
- ✓ Marketing and Sales for goods and services

## WORK EXPERIENCE

### Project Developer

**2011 — 2012**

Mokttfat Magazine(Lebanon)

Tasks include:

- Achieves financial objectives by anticipating requirements; submitting information for budget preparation;scheduling expenditures; monitoring costs; analyzing variances.
- Coordinates and prepares a wide range of logistic support throughout project, including: meeting set-up, material compilation, training front line staff on workflow changes/new technology, partnering with vendors on timely completion of key deliverable.
- Maintains continuity among corporate, division, and local work teams by documenting and communicating actions, irregularities, and continuing needs.

### Operations Analyst

**2013 — 2014**

D&S(Russia)

Tasks included:

- Creates and maintains data dashboards and PowerPoint presentations that provide up to date results of project progress for project manager, team, and VP Sponsors.
- Maintains established reporting structures and project metrics to ensure sustained project results.
- Serves as a resource to identify and research best practices, bench-marking data and other supporting documentation for various healthcare related topics; Brainstorms with managers throughout course of project;
- Trains managers and operational staff to utilize data tools and other tools and needed.

### Marketing Agent

**2011 — 2015**

999 Radio FM(Yemen,Lebanon)

Tasks include:

- Researching clients,markets and grow loyal costumers for the aim of building a long term contracts.
- Develop ideas for promotional marketing campaigns and monitoring the progress of work by producing status reports.
- Compiling budgets and costing supplies and projects and preparing invoices and bills.

- Maintaining information on projects and clients.
- Carrying out a variety of administrative tasks.

## **Human Resource Services**

**2008 — 2010**

YCS (CATERING & SERVICES)(Dubai, Yemen)

Tasks include:

- Implement the EEO and the legal atmosphere.
- Design rotations for the staff in each location.
- Contact references ,perform background checks and sign and renew contracts.
- Give the new staff a training and introduction to the duties and the company rules.
- Conduct new employee orientation.
- Design job analyses then interviewing to select the right candidates to be hired.

## **EDUCATION**

### **Bachelor of Business Administration (B.B.A.)**

**2014 — 2017**

Lebanese International University

### **Banking and finance**

**2010 — 2013**

Twintech International University

### **English literature**

**2008 — 2010**

Ecceed English Institute

## **PERSONAL DETAILS**

- Nationality : Russian
- Languages known :English,Arabic,Russian
- E-mail: marieamalzomier@gmail.com
- Phone: 0096181789877(Lebanon)

## **REFERENCES**

Available on request