

Laura Antoun

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Nationality: Lebanese
Residence: Baabda
Date of birth: 08/07/1991
Status: Single

Major: Marketing & Communication

EDUCATION

Marketing & Communication USEK –
Holy Spirit of Kaslik Lebanon Bachelor
Degree

Marketing & Communication

2016
Kaslik

BAC Part II

2008

Lebanon

Concentration:

Sociology & Economy

PROFESSIONAL EXPERIENCE

Executive Operations

Impact Home – Baabda / Bseba

June 2017 - Present

As an Operations Executive I have to do a lot of Liaising with other team members, including interacting with managers of different areas of the organization, presenting findings to stakeholders and higher management as well as training and supervising new employees and tracking and measuring staff performance.

Other duties and responsibilities include:

- Planning and controlling change.
- Managing quality assurance programs.
- Setting and reviewing budgets and managing cost.
- Overseeing inventory, distribution of goods and facility layout

Markets products by managing staff; maintaining response operations; maintaining quality ratings.

Maintains marketing staff by recruiting, selecting, orienting, and training employees; maintaining a safe and secure work environment; developing personal growth opportunities

Accomplishes staff results by communicating job expectations; planning, monitoring, and appraising job results; coaching, counselling, and disciplining employees; initiating, coordinating, and enforcing systems, policies, and procedures

Maintains customer response operations by establishing work schedules; assigning employees; providing back-up.

Keeps management informed by preparing reports; making presentations; interpreting information; making recommendations

Maintains professional and technical knowledge by attending educational workshops; reviewing professional publications

Contributes to team effort by accomplishing related results as needed

Sales Representative
BLOM - Bank

May 2015- September 2015
Beirut & Mansourieh

Studying the Market
Tracking Sales to meet the required objective
Maintain good interpersonal relationships with clients
Ability to be convincing and negotiate deal

LANGUAGE SKILLS

● **Arabic** (Mother tongue) ● **English** (Spoken, Read and Written) ● **French** (Spoken, Read and Written)

TRAININGS:

- Recruitment training
- Leadership skills
- Loss and Prevention
- Workshop & Formation

COMPUTER LITERACY

- Microsoft Office Excel & Word
- Power point

Training/Courses/Certifications

Course	From Date	To Date	Institute
Forex Trading Workshop	1 st December	1 st December	Capital Introduction
Digital & Content Marketing	November 2015	November 2015	East line Marketing with chief Wissam Badine
Retailing Strategies	16 April	30 April	Retails & Distribution – CRM – Strategies
MCS- Marketing Communication Strategies	November 6 2014	November 20 / 2014	Creativity & building Powerful brand / Advertising “resist the usual”/ New approach to digital marketing

HOBBIES

Traveling
Tennis
Dancing
Ski