

# ELIANE RIZK

Lebanon, Sin el fil, Saint Charbel street | eliane\_rizk@hotmail.co.uk | +961 70 102028

Nationality: Lebanese | Date of Birth: 19/07/1990 | Marital Status: Single

## OBJECTIVE

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Seeking a challenging position in a well-established company that offers growth opportunities and where my skills can be employed and properly developed.

## EDUCATION

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<b>Intoact</b> Digital Marketing Program	Nov 2017
<b>American University of Science and Technology (AUST)</b> Bachelors in Business Management	Jan 2013
<b>Rosaire</b> Lebanese Baccalaureate (Sociology and Economy)	July 2008

## WORK EXPERIENCE

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<b>Salem Curtains Art (Operations and Marketing Coordinator)</b> <ul style="list-style-type: none"><li>Develop Marketing campaigns (Digital Marketing, Social Media presence, Branding, Website)</li><li>Create, curate, and manage all published content (images, video and written)</li><li>Follow up on ongoing jobs</li><li>Oversee the production of goods and provision of services (Work Flow)</li><li>Improve existing products and services</li><li>Manage Inventory and Delivery/Shipping process</li><li>Ensure that the company receives a constant flow of raw materials and equipment (Supply Chain management)</li><li>Track sales data</li><li>Understand customers' needs</li><li>Meet potential architects and interior designers</li></ul>	May 2016 -Present
<b>Fitness Zone (Senior Membership Consultant)</b> <ul style="list-style-type: none"><li>Search for potential customers</li><li>Customer service, relations and information (Show the club to the customers and explain the facilities and the membership prices)</li><li>Sell and Close the deal</li><li>Collect referrals from existing customers</li><li>Follow up with the customers</li></ul>	May 2014 – April 2016
<b>Double Eight Production (Sales and Customer Service Supervisor)</b> <ul style="list-style-type: none"><li>Customer service, relations and information (Show the venue to the customers and explain how the event and its setup will be managed).</li><li>Sell and close the deal</li><li>Train hostesses</li></ul>	Dec 2010 - Jan 2013
<b>Byblos Bank (Internship)</b>	Summer 2011

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- Rotated across the different service sections of a bank branch. (Teller, Front desk, Personal banker, and Administration Staff).

## Exotica (Sales and customer service)

Feb 2010- June 2010

- Ongoing answering and processing of web and phone call orders.
- Client / workshop / delivery synchronizations.
- Customer after sales services.
- Telemarketing (Inform customers of new products, offers, and events).

## ADDITIONAL INFORMATION

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**Languages:** Arabic (native language), **English and French** (full professional proficiency)

**Computer skills:** Microsoft Office, Peachtree Accounting, MS Project, Outlook, and the Internet

**Interests:** Swimming; Hiking; Biking

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## REFERENCES

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Available upon request