# Chaima Bedoui

## Communication Officer

### Contact Information:

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Location: Sousse, Cité Riadh

### Professional Summary:

Dynamic and dedicated Communication Officer with expertise in social media management, graphic design, and SEO. Proven ability to effectively manage administrative tasks and support business operations. Adept at creating engaging content and driving brand awareness. Fluent in French and English, with a strong passion for fashion, photography, and traveling.

### Education:

Baccalaureate in Computer Science  
High School, 2019  
  
Technician in Management Informatics  
[Institution Name], 2020-2022  
  
Administrative Assistant Training  
[Institution Name], 3 months  
- General Accounting and Accounting Software  
- Office IT  
- Human Resource Management

### Professional Experience:

#### Secretary - Textile Company

[Location]  
March 2022 – May 2022

* • Managed office communications and correspondence
* • Organized and maintained company records
* • Assisted in scheduling and administrative tasks

#### Cashier - Supermarket

[Location]  
June 2020 – June 2021

* • Handled customer transactions and payments
* • Provided excellent customer service
* • Managed cash register and reconciled daily sales

#### Saleswoman - Pastry Shop

[Location]  
January 2020 – June 2020

* • Assisted customers with product selections
* • Maintained product displays and inventory
* • Processed sales and handled customer inquiries

#### Administrative Assistant - Training Center

[Location]  
July 2019 – September 2019

* • Supported administrative functions and data entry
* • Assisted in organizing training sessions and materials
* • Coordinated with staff and trainees for smooth operations

### Skills:

Social Media Management: Proficient in creating and managing content across various social media platforms to enhance brand visibility.  
Graphic Design: Skilled in using design software to create visually appealing graphics and marketing materials.  
SEO (Search Engine Optimization): Knowledgeable in optimizing content for search engines to improve online presence.  
Video Production: Capable of producing and editing videos for marketing and communication purposes.

### Languages:

French: Native proficiency  
English: Professional proficiency

### Hobbies and Interests:

Fashion: Keeping up with the latest fashion trends and styles.  
Photography: Capturing moments and creating visual stories.  
Traveling: Exploring new cultures and destinations.