

Omar Daouk
Beirut, Lebanon
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EDUCATION

Lebanese American University	Aug 2016-June 2019
Bachelor of Science in Business with an emphasis in International Business; CGPA: 3.10/4.00	
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Al Makassed Omar Ben El Khattab	
Lebanese Baccalaureate, Economics & Sociology Section	Sep 2011-June 2016

PROFESSIONAL EXPERIENCE

Madison Creative Digital Agency	Dec 2022-Jan 2023
Social Media Community Manager Intern	
<ul style="list-style-type: none">Supported the account manager in creating numerous content calendars for different clientsHelped in creating on-filed content to be posted for the agency's clientsCreated a content plan for the agency's different social media pages	
	June 2022-July 2022
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The Creative Nine	
Digital Marketing/Social Media Intern	
<ul style="list-style-type: none">Created and enhanced numerous content calendar plansAided in the research of various social media topicsPitched Diverse ideas for the agency's social media pages	
The Wonderful Bureau	Apr 2022-May 2022
Social Media Specialist Intern	
<ul style="list-style-type: none">Assisted the social media team with strategizing client requestsProduced numerous social media plans for the upcoming monthsGenerated multiple analytical reports for the reporting phase	

LEADERSHIP AND COMMUNITY ENGAGEMENT ACTIVITIES

Coffee & Politics	
<ul style="list-style-type: none">Head of logistics & operations	Jan 2020-Oct 2020
Following up on the logistics of the upcoming talks & and suggesting new topic ideas	
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Lebanese American University	
Secretary/Interim President of the LAU Football Fans Club	
	Aug 2017-Aug 2018
<ul style="list-style-type: none">Organized, led, and oversaw regular club meetings and eventsPosted all club-related content on the official social media pages	

CERTIFICATIONS AND TRAINING

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- Advanced Social Media Certification Program by Simplilearn
 - The Fundamentals of Digital Marketing & Maharat Min Google Certificate

SKILLS

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- Computer Skills:** Proficient in Microsoft Office (Word, Excel, PowerPoint, Outlook)
 - Languages:** Fluent in English and Arabic
 - Video Editing