

NOOR FOUAD MAROUN

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EXPERIENCE

- 2022 - ... oktopi – Dubai (remote)
 Copywriter and Content Creator -> Marketing Email Manager
- Create and schedule SEO optimized content for the marketing and social media department (social media posts, stories and reels, articles and newsletters, press releases...)
 - Edit and proofread documents and resources for different communication outlets
 - Research the most recent trends and areas of interest for the company
 - Create and schedule marketing emails
- Google, Office, Canva, WordPress, Active Campaign, Metricool, Asana
- 2022 - ... Campus-J, Saint-Joseph University's Student Newspaper – Lebanon
 Editor in Chief
- Lead a team of 40 writers
 - Edit and proofread articles in all kinds of categories and areas of interest
 - Organize the publications, data calendar, teamwork
 - Oversee communication and marketing efforts
- 2019 - ... StudyLab, All School Grades Tutoring Center - Lebanon
 Co-founder and Co-owner
- Manage the center
 - Oversee the Marketing and Creative Services Department
 - Teach French and English and tutor all school subjects
- 2020 APAVE - Lebanon
 Intern
- Participated in the development of a training program for "HACCP – level 3"
 - Built all visual support and presentation material for the program
 - Participated in an implementation project for "FSCC 22000"
- 2021 Berytech - Lebanon
 Intern
- Worked on data analysis and organization
 - Participated in and attended incubation and project development meetings with different start-up companies

EDUCATION

- 2018 - 2024 Agriculture and Food Science Engineering
 Saint-Joseph University of Beirut
- 2018 French Baccalaureate – Life and Earth Science
 Collège Notre Dame de Jamhour, Baabda

LANGUAGE SKILLS

English	Fluently spoken, written and read
Arabic	Fluently spoken, written and read
French	Mother tongue
Spanish	Beginner

SKILLS & CAPABILITIES

- Always working towards innovation and adaptability
- Able to communicate, collaborate and work with all parties within and outside the work environment
- Always open to enhancements, improvements and ideas for my work's progress and shaping
- Skilled in project management and organization, committed to the tasks given and to achieving the work needed for their realization

INTERESTS

- Creativity and innovation
- Creative writing and thinking
- Communication and presentation

EXTRA-CURRICULAR ACTIVITIES, WORKSHOPS & CERTIFICATIONS

- Participated in the 2021 Hult Prize Challenge, the theme of which was "Using Food as a Vector for Change". Leader of the Winning team for the Nationals round.
- Participated in the following workshops:
 - How to Generate an Innovative Idea
 - The ABC's of finance
 - About Lean Model Canvases
 - The Steppingstone of Idea Pitching
- Certified from the Academy of Business Leadership
- Certified from the University of Illinois at Urbana-Champaign in "Financial Planning for Young Adults"
- Certified from the University of California – San Diego in "Networking and Volunteerism for Career Success"
- Former girl scout, engaged for more than 7 years, from which 2 years as Team Chief Assistant