

RESUME

Name: Lydia Saber

Sex: Female

Nationality: American

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Email address: lydiasaber23@gmail.com

Marital status: Married

Location: Erbil, Iraq

EDUCATION

University of North Georgia- Gainesville, GA, USA

August 2015- May 2016

Bachelors in Business Administration with an English Literature Minor

Lanier Technical College Oakwood, GA, USA

August 2013- May 2014

SKILLS

Technical Skills

- General computer and technical skills
- Email
- Internet skills
- Typing (very fast)
- Microsoft Excel, Powerpoint, Word, etc.
- Advertisements/Online Promotion
- GoTo Meeting online webinar platform
- BlackBoard online webinar platform
- Shopify ecommerce platform
- Shibob ecommerce platform
- Shipmonk ecommerce platform

More Skills

- Leadership
- Marketing
- Excellent communication skills.
- Negotiating and convincing skills
- Excellent customer service skills
- Organization
- Excellent presentation skills
- The ability to arrange plans and strategies for projects, programs, and social activities.
- Essay-writing (proposals, research, persuasive, etc.)
- Proof-reading/editing
- Research
- Strong analytical skills
- The ability to learn quickly
- The ability to take on responsibilities
- Ability to work under pressure

WORK EXPERIENCE

Freelance

Sales Manager for a private logistics company.

Sales Manager for various real estate offices.

Other freelance projects

April 2020- present

Private Logistics Company Sales Manager:

Partnership with private Turkish logistics company to manage clients and reach out to prospective clients in Iraq, Turkey, and Jordan. In charge of entire logistics operations between Iraq and Turkey, and Jordan and Turkey.

Tasks and Duties:

- Contact prospective customers to offer shipping services
- Manage and track shipments from A to Z
- Manage excellent client relationships
- Manage and follow up with current clients for shipments
- Track shipment
- Follow-up with each truck driver throughout the entire route for each shipment.

Real Estate Sales Manager

Partnership with various real estate companies across Erbil including Baghy Shaqlawa, Dyar, Meeri Ahmed, etc.

Tasks and Duties include:

- Arrange meetings for possible tenants
- Scout possible tenants
- Contact and arrange apartment seeing for customers.

Other Freelance Projects

- Writing/editing documents for individuals in the private sector.
- Recruitment for companies by Connected (Shandz, Marabaa Iraq, Diana, + private companies, etc.)
- Developing teaching material for private institutes
- Teaching English pronunciation and English vocabulary private lessons to company owners and executives.

LADYBOSS Glasses (+Alpha Glasses, LittleBoss Glasses) (USA)

Operations/Marketing/Development Manager (eCommerce business)

November 2018 - February 2020

American eCommerce business that produces blue-light protection glasses for women, men, and children.

Achievements:

- Boosted sales by more than 100% over the span of one year

- Grew and developed the company to where two sister companies were developed and started, Alpha Glassers and LittleBoss Glasses.
- Grew social media pages
- Boosted customer service score to 95% satisfaction rate.
- Recruited and trained employees that still work in the company to this day.

Tasks and Duties:

- Trained and oversaw customer service team
- Oversaw general operations of the company (using ShipBob, ShipMonk, Fulfilltopia Platform, and Shopify)
- Held virtual meetings with companies.
- Developed marketing strategies and plans
- Oversaw fulfillment and warehouse team
- Handled shipping and orders
- Develop new ideas and projects for improvement

CMS/Gambini Italy- Creative Marketing Solutions (Erbil, Iraq)

Sales/Operations/Business Development Manager

November 2017- present

A company that provides bulk printing services, social media management, as well as custom Italian home décor and accessories.

Achievements

- Signed contracts with many companies
- Boosted sales and contracts significantly
- Managed and developed loyal and long-lasting connections and business relationships

Tasks and Duties:

- Develop new business ideas for improvement
- Reach out to companies for collaborating on projects
- Develop relationships with companies
- Sign contracts and deals with companies
- Managed social media platforms

Recruitment (Erbil, Iraq)

Freelance recruiter

November 2017- present

Contracted with companies to recruit individuals for open job positions in companies in Iraq both private and public.

Marketing (Erbil, Iraq)

Freelance Marketing Manager

November 2017-January 2018

Managed social media platforms for different companies by posting and creating content, answering inquiries on platforms, and developing marketing plan(s).

Cambridge International School (Erbil, Iraq)

Teacher

September 2017 – November 2017

Grade 4 English, Grade 5 Science, Kindergarten Reading

International School of Chouefat- Dream City (Erbil, Iraq)

Teacher

March 2017 – June 2017

Taught KG2 students all subjects.

Virtual Assistant (Saudi Arabia)

January 2014-May 2016

Assisted Amer Wanli (the owner of many private businesses) who was located in Saudi Arabia in email writing, proposals, and general virtual management of his businesses.

Save the Children (Georgia, USA)

September 2015-June 2016

Donated and distributed of clothes, furniture, toys, diapers, and infant items for children in need. Organized and managed distribution of goods.

Helping Hands (Georgia, USA)

September 2015-June 2016

Donated and distributed clothes, furniture, and electronics to refugees. Organized and managed distribution of goods.

Languages

English: first language/ mother tongue, fluent

Arabic: fluent (written/spoken, second language)

Spanish: beginner

References

References are available upon request