

# GHASSAN GHARZEDDINE

*Date of Birth: 14/11/1994*

## Work Experience

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### **Al-Iktissad Wal-Aamal (Current Job)**

Project Coordinator

Event Management and Business Research

Beirut, Lebanon

Oct 2016 -

- Support research needs on the national and international level such as product research and customer feedback.
- Analyze project requests from management to identify project goals and objectives and identify project stakeholders.
- Work with the team to make sure that project is on track, to remove impediments, provide resources and data needed.
- Identifying the event elements, determine their logical sequencing and develop efficient schedules.
- Marketing and promoting the event and its sponsorship opportunities.
- Preparing and distributing the event reviews and media coverage.
- Coordinate services (displays and printings) and manage deliverables.
- Providing administrative and on-site support.
- Handling Logistics and Collaterals.
- Monitoring Social Media platforms.

Among the coordinated events:

1. Egyptian-Lebanese Business Forum - Lebanon
2. Lebanon Economic Forum - Lebanon
3. New Arab Women Forum - Lebanon
4. C4I International Conference - KSA

### **Banque du Liban**

Intern

Aley, Lebanon

Sep 2015 (1 Month)

- Attended lectures about the diverse departments: Human Resources, Foreign Affairs, Auditing and Inspection, and Payment Systems.
- Attended lectures about Islamic Banking, Money Laundering and Special Investigation Committee.

**Yogen Fruz**

Sales Associate and Cashier (full-timer)

Beirut, Lebanon

Dec 2013 – May 2014

- Responsible for selling frozen yogurt.
- Tracking the inventory and preparing the recipe.
- Creating remarkable customer experience through dynamic and fun interaction.
- Handling cash.
- Tracking daily sales and expenses.
- Supervised another salesman.

**Capital Finance Company**

Intern at the Accounting Department

Beirut, Lebanon

Sep 2013 – Nov 2013

- Handling credit cards.
- Issuing checks and bills.
- Data entry.
- Checking daily transactions.
- CDR(CENTRALE DES RISQUES)

**Education**

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**Haigazian University**

Bachelor's Degree in Business Administration

Beirut, Lebanon

Oct 2012 – Feb 2016

- *Courses include: Project Management, Operations Research, Marketing Research and E-commerce, Managerial Economics, Accounting, and Finance.*
- *Senior Project: Development of a waste management company in Lebanon to tackle the garbage crisis.*

**Skills**

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- Leadership:
  - International Affairs Officer (Executive committee of the Progressive Youth Organization)
  - Project Manager of joint programs between PYO and foreign organizations (Social Democratic Youth of Denmark, Workers Youth League, Foundation Max van der Stoel, Foundation for European Progressive Studies, Friedrich Ebert Stiftung and National Democratic Institute)
- Research Oriented: Ability to conduct excessive research on topics that are requested especially that reading is one of the things I do most in my free time.
- Advanced communication skills due to the participation in several workshops (Public Speaking, Digital Media Activism, Social Media and Communication Strategies)
- Fluent in Spanish, Arabic and English (all read, spoken and written).

## Interests and Activities

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- Football player at the Haigazian Football Team and Hilal Al Nasr Football Club.
- Volunteer at the Children Cancer Center.
- Organized several workshops about leadership, communications and advocacy.
- Reading about political history, current affairs and economics.

## Additional Information

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Full clear driving license

Dual Citizenship