

# Theresa kazan

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## EDUCATION

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**Notre Dame University Louize (NDU)**, Beirut, Lebanon September 2022-(Expected May 2025)  
Second year in Management information system (MIS) GPA : 2.56/4.0  
40% financial aid from the financial aid department from NDU.

**College des sœur du rosaire**, Qornit el Hamra, Maten, Lebanon Septembre 2008-June 2022  
Lebanese Baccalaureate, General Sciences. Graduated with distinction.

## Experience

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**Haigazian University**, Beirut, Lebanon 2021- 2022

***Training workshop: Leader for Lebanon, getting ready for real life challenges***

- positive verbal communication. -problem solving techniques.
- emotional intelligence for a teenager. -skills needed at workplace.

## INTERNSHIP (JULY 2024) :

**Business Analyst Intern (Remote) at SecuFleet company (1 month)**

- Conducted data analysis and provided insights.
- Assisted in development and documentation of business requirements for projects.
- utilized tools such as excel, power point, and tableau for data analysis and reporting.
- Presented findings to stakeholders and recommended solutions for process improvement.

## Freelance Model

- Collaborate with brands on clothing, food, and makeup.
- Promote products and services through advertisements, and social media engagements.
- Participating in Fashion shows NDU.

**BlackBox.Ai | San Francisco (December 2024 till present)**

**Social Media Manager (Hybrid)**

- Interacting with customers via the company's social media accounts.
- Analyzing the company's digital marketing plan and social media strategy and identifying strategic weaknesses and making recommendations for improvements.
- Researching social media trends and informing management of changes that are relevant to the company's marketing activities.
- Interviewing influencers, onboarding people, and following up with daily tasks.
- Manage social media accounts, addressing inquiries and ensuring smooth communication.
- Coordinate calendars and meetings.
- Streamline social media post scheduling and ensure alignment with brand strategies.

**Hobbies**

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reading, cinema, modeling, piano

**Skills**

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Languages: Arabic (native), English (fluent: reading, writing, & speaking), and French (fluent: reading).

Computer skills: Microsoft Office, SQL, tableau.

Other: Time management

- Teamwork

- Leadership

- Positive communication

- Problem solving