**Resume**



Dima

[Dima.334656@2freemail.com](mailto:Dima.334656@2freemail.com)

# **Personal information**

Name : Dima

Date of Birth : 25 June 1988

Gender : Female

Nationality : Jordanian

Marital status : Married

# **EDUCATION:**

**2008-2012 University of Jordan**

Bachelor Degree in Foreign Languages / Italian & English

# **Skills and QUALIFICATIONS:**

* Media Relations, Media Management skills.
* Social Media Skills.
* Event Management.
* Photography, Short film-making.
* Writing; Copywriting skills to edit digital assets.
* In-Design; Adobe skills.
* Strong agency management experience
* Experience of working in a global organization
* Demonstrable understanding and experience of working across languages and cultures.
* Campaign planning, delivery, co-ordination and evaluation.
* Excellent Verbal and Written Communications Skills.
* Excellent Organizational and Analytical Skills.
* Microsoft Office Skills.

**PROFESSIONAL EXPERIENCE**

**United Nations Relief and Works Agency (UNRWA)**

**Public Information Assistant October 2013-Present**

Duties and responsibilities:

* Perform daily media and social media monitoring, and prepare briefs accordingly.
* Media management tasks that include; draft and send press invitations, drat and distribute press releases.
* Ensure media coverage to UNRWA events, through maintaining a regular contact with local and international media representatives.
* Work on UNRWA Publications: designing/ collect and update data/ editing and formatting.
* Branding publications in compliance with UNRWA/ the Organization/ branding guidelines.
* InDesign; that includes designing installations signs, signboards, plaques, flyers, invitations and certificates.
* Write stories and photo features to be posted on UNRWA official website.
* Schedule and take photographs for use in publications as needed; maintain digital photo file.
* Translate press invitations, press releases and human interest stories.
* Assist in planning, coordination, implementation and oversight of special events, such UNRWA’s Advisory Commission meetings, anniversary celebrations, groundbreaking ceremonies, media conferences.
* Maintain and distribute accurate and detailed calendar of events, due date's public relations program.
* Communicate and maintain working relationships with local and international media outlets, productions agencies and with various printing vendors.
* Perform Social Media Implementation for different campaigns, marking annual UN days, advertising UNRWA’s photography competitions, in addition to consistently provide updates, recent news and background information.

**Abu Nussair** **Cultural Forum**

**Public Relations Coordinator Jul 2012- June 2013**

Duties and responsibilities:

* Assist the forum in organizing events.
* Act as a Master of Ceremony.
* Take photograph for the events and write success stories.
* Participate in Aid Programs activities including food donations.
* Participate in several community events.
* Participate in community awareness courses held by the forum.

**King Abdullah II Fund for Development**

**General Assistant Feb 2011 - Dec 2011**

Duties and responsibilities:

* Assist in organizing events.
* Act as a Master of Ceremony.
* Participate in organizing courses held by the fund.

**University of Jordan library**

**General Assistant Sep 2010 - Dec 2010**

Duties and responsibilities:

* Following up correspondences from international and national organizations.
* Assist the libraries in managing the library.
* **TRAINING COURCES**

1. **SAP System training.**
2. **Report Writing.**
3. **Management of Interviews and Talk Shows in Media.**
4. **Computer and Office Applications.**
5. **Montage and Video Editing Training.**
6. **Leadership Training.**

**LANGUAGES**

**Arabic – English – Italian**

**ACHIEVMENTS**