

Roaa Abdulrhman Aljuwae

Personal information:

Name Roaa Abdulrhman Aljuwae

Nationality Saudi

City Riyadh

Languages:

Arabic

English

Technique skills:

Microsoft Office ●●●●●●●●

Word, Excel, Outlook, Powerpoint

Google Drive ●●●●●●●●

Docs, Sheets, Slides, Forms

Montage ●●●●●●○○

ProShow, Sony Vegas

Graphical ●●●●●●●●

Photoshop, Illustrator, Indesign

Soft skills:

Team management

Decision making and Problem solving

Project management E-Marketing

Marketing content writing

Managing social media accounts

Working under pressure

Contact information:

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Education

2021 Diploma of the Girls technical College at Riyadh - Department Management Technology - in field of Office Management - GPA 5/4.73 with second honors

Work experiences

2022 (Marketing Associate) then (Senior Marketing Associate) In Suplift

2020

Team management Building a marketing strategy Content scheduling and automation

Manage campaigns with influencers Content writing for social media accounts and newsletters

Launching campaigns on social media platforms Design post, prints and digital content

Search Engine Optimization (SEO) Building working mechanisms E-Campaign Planning

2020 Infographic designer - Al-Namaa for Educational Consultations Within the media team

Content writing Digital Content Design Design post, prints and digital content

2020 Training at Princess Nourah bint Abdulrahman University (PNU) - for 3 months

Data review Classification and archiving Send official emails Prepare reports and forms

Preparing exam schedules Copying and distribution of papers Communicate with departments

Courses

2021 Social media management, Content Factory, Khaledia

2020 Content Creator Style, Content Factory, Khaledia

2020 Event management Institute of Public Administration.

2020 Legal Aspects in HR, Institute of Public Administration.

2020 Administrative leadership, Institute of Public Administration.

2019 Text entry and processing, at the Women's Higher Cultural Institute.

Volunteer

2019 Working in an Abjadeyah Training, as Infographic designer.

2019 (Hawel mehwar) program of the Earaq Center, as a designer.

2017 Raffd Al Culture team, to spread the culture of reading and establish mini libraries in various places, as a member and designer.

2017 Al-Salihah School for the memorization of the Noble Qur'an as an executive and administrative assistant, during two full academic years in its summer sessions.

2017 Organization of the "Seasonal Coaches Forum" at Al-Hiwar Academy for Training with the Future Quartet team during its first and second sessions.

Achievements

"Grass" award for the best montage in second place in two consecutive years at the level of Riyadh In 2014.