

# DUAA ALQAED

PHONE NUMBER : 0501885008

DATE OF BIRTH : 26<sup>th</sup> October 1993

NATIONALITY : Syrian

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## EXPERIENCE

1<sup>st</sup> January 2018 - Present

### **COPYWRITER AND CONTENT SPECIALIST (MARKETPLACE DEPARTMENT) AT JOLLYCHIC**

- Uploading new items on seller account.
- Editing items on system (Quality Check)
- Reviewing items (Approval)
- Adding new brands and categories on the system.

1<sup>st</sup> January 2018 - Present

### **SENIOR COPYWRITER AT JOLLYCHIC**

- Translate contents from English to Arabic.
- Write high-engagement items' descriptions that reflects our brand's voice.
- Produce error-free content that adheres to the company's style guidelines.
- Simultaneously manage multiple projects with short deadlines.

## EDUCATION

2015-2017

### **General Diploma in English Language**

Al- Imam Mohammed Ibn Saud Islamic university

GPA (4.92)

2011-2013 Suspended

### **Bachelor's degree , Business Administration and Management , General**

Al-Ba'ath University

## SKILLS

- Creative Writing /translation
- Microsoft Office: Word, Excel, PowerPoint.
- Sales and marketing strategy skills.
- Social media marketing skills
- Planning and developing skills
- Languages : Arabic : Native  
English: Very Good
- copywriting
- Excellent negotiation ,communication and customer service skills.

