

# Sarah Al Ma'arek

## Summary Statement

A passionate Marketing graduate seeking to leverage two years of professional experience to obtain a position that will further develop growth in my areas of specialty in the fields of Tourism & Hospitality, Entertainment, Retail and Media sectors.

## Professional Experience

Dec 2019– Mar 2020

### Marketing Intern - Innovation



Assisting the company's department in the needful contracts Translation , proofreading as well as presenting different Marketing ideas to market their projects and services innovatively.

Oct 2017 – Aug 2018

### Admin/HR - Jones Lang LaSalle



Working in a fast-paced multinational company required involvement in supporting different functions. Which included but not limited to benchmarking various vendors, preparing employees travel orders and organizing private corporate events in addition to their biggest and most important yearly event to release their end year report to their stakeholders and partners.

## Organizing Experience

My responsibilities included On Site Translation in both Arabic and English, Escorting VIP guests and managing their schedules, leading tours in both dynamic events as well as high profile conferences organized by Industry Leaders.

### Future Investment Initiative

Ritz Carlton Hotel Riyadh, KSA

25-28<sup>th</sup> September 2019

### Conference

SABB Bank | Riyadh, KSA

Organizer with Squares Co.

26<sup>th</sup> November 2018

### Future Investment Initiative - PIF Giga-projects

Ritz Carlton Hotel | Riyadh, KSA


23-25<sup>th</sup> October 2018


### Korathon Event

Qimam | Riyadh, KSA

24-27<sup>th</sup> April 2018

## Contact

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 SarahAlmaarek@gmail.com

## Languages

- Arabic (Native)
- English (Native)

## Education

- 2018 - 2020 Princess Noura University – Marketing Associates Degree.
- 2013 - 2016 Ahad Private High School - Diploma

## Skills

- Activities & Events Coordination
- Public Relations
- Intercultural Communication.
- Marketing
- Pro-Active Approach
- Collaborative

## **Organized by the Human Resources Development Fund:**

- Retail Store Management.  
*Numbers of training hours:10  
12th October 2019*

- Basic Work Skills – 2  
*Numbers of training hours:5  
7th October 2019*

- Basic Work Skills – 1  
*Numbers of training hours:4  
2nd October 2019*

- Marketing Plan for Entrepreneurs.  
*Numbers of training hours: 2  
15th 1September 2019*

- Mastering the Sale Process.  
*Numbers of training hours:3  
12th September 2019*

### **Comiccon Event**

Qimam | Riyadh, KSA  
*23-27<sup>th</sup> November 2017*

### **Future Investment Initiative - PIF Giga**

Ritz Carlton Hotel | Riyadh, KSA  
*24<sup>th</sup> -26<sup>th</sup> October 2017*

### **Hala Hawaii Event**

Intercontinental Hotel| Riyadh, KSA  
*18-21 October 2017*

### **Saudi Agriculture Event**

Exhibition Hall| Riyadh, KSA  
*08-11 October 2017*

### **Magical Squares Event**

Qimam | Riyadh, KSA  
*27<sup>th</sup> April – 06 May 2017*

### **Misk Art | Riyadh, KSA**

*29<sup>th</sup> March – 07 April 2017*