

Curriculum vitae



Sara Mattar

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Aley- Lebanon

Date of birth: 23-04-1985

Nationality: Lebanese

Civil status: Single

Education:

Institution (Date from - Date to)	Degree(s) or Diploma(s) obtained:
Lebanese university (2002-2006)	Bachelor degree in Radio TV/journalism, Master degree in journalism
World Federation of Scientific Journalists- Canada (2010-2012)	Diploma in Scientific Journalism - Canadian Certificate
Lebanese university	3rd year English Literature
Beissour Official Secondary School (2001- 2002)	Lebanese Official high school degree in Sociology & Economics
American Center- Beirut(2014-2015)	HR Manager

Language skills: Indicate competence on a scale of 1 to 5 (1 - excellent; 5 - basic)

Language	Reading	Speaking	Writing
Arabic	1	1	1
English	1	1	1

Membership of professional bodies:

Member in the media core group of Blue Peace Initiative for protecting water in the Middle East, in which I participated in their conferences and field visits held in several countries. I'm also responsible for publishing articles, building high level networking and advocacy for several issues related to water, regional and international cooperation, laws and rights.

Member in the World Federation of Scientific Journalists' program (SjCOOP).

Other skills: excellent and effective communication skills, skills in organizing public events, skills in consultancy and preparing presentations, ability to work under stress, skills in interviewing public people and VIPs, ability to exchange knowledge and experiences, ability to perform studies about important issues and critical topics, building capacities and enhancing team work, wide networking with different media institutions.

Computer literacy:

Word, Excel, Power Point, PDF, Documentaries, Info Graphics, Social Media (facebook, twitter, you tube, instagram, google search, internet).

Past Position:

Reporter and Editor at Future Newspaper (Al Mustaqbal)

Communication & PR Coordinator for the Former Minister of Agriculture Mr. Akram Shhayeb.

Communication and PR Coordinator for International Non-Governmental Organization, for serving Syrian and Palestinian Refugees (Qatar Red Crescent Mission in Lebanon).

Present position:

Media Consultant for Women & Business Development Council (WBDC).

Years within the firm: from February 2007

Key qualifications:

Eleven years experience in work related to media/communication, Public Relation.

Six years of experience in organizing public events, workshops, seminars and panel discussions.

Four years of work experience in designing advocacy and visibility material, which included human rights issues, gender equality and women's empowerment, fighting violence against children, fighting child labour, advocacy campaigns for the rights of disabled people, building high level networking towards environmental issues such as: water pollution, quarries, waste management and many other urgent problems that threaten our health and nature.

Specific experience in the region:

Country	Date from - Date to
Lebanon	From 2007 till now
Cyprus -AFP Agency	During 2010
New York- UN Headquarters	From September 2014 till October 2014
Blue Peace Initiative for protecting water in the Middle East- India Basis (participated in conferences and field trips in Turkey, Switzerland, Germany, Jordan, Cambodia, Laos, Thailand and Senegal)	From 2013 till now
Canada- Toronto	World Federation of Scientific Journalists

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Professional experience

Date from - Date to	Location	Company& reference person ¹ (name & contact details)	Position	Description
From 2007 till 2016	Beirut	Future Newspaper Nabil Abu Ghanem 009613289198 nabilag@hotmail.com	Reporter and Editor	Reporting issues related to human rights, environment, child labour, violence against women, education, UN values and recommendations, sustainable development etc... Also investigating such issues and social problems. Participating in workshops and seminars. Organizing workshops, working on logistics, handling design and printing items, coordinate communication and preparing for debates or participating in these debates.
2008	Beirut	Embassy of Cyprus Cindy Khoury 009613270067	Media Supplement to the Foreign Minister of Cyprus during his visit to Lebanon	Covering the meetings of the Minister and reporting about for the Media Institutions. Organizing his meetings and briefing his dialogues.
2014-2015	Beirut	Ministry of Agriculture Sara Naserdine +70505848	Media Coordinator for the Minister of Agriculture Mr. Akram Shhayeb	Attending the Minister's meetings with ambassadors, international organizations, public and private sectors. Reporting about his meetings, conferences, workshops and participating in his field trips. Publishing all the news related to the Minister and distributing it to the different Media Institutions.

2013-2014	Mount-Lebanon	Union Of Shahar Municipalities Hussein Matar 009613555669	Writer for a Union of 11 Municipalities	Organizing all the meetings of the Union, writing about, documenting all the information related, organizing events and celebrities. Introducing ceremonies, panel discussions and give a brief of each speaker.
2013-2014	Beirut	Social Work League –Majdi Kabbani: 03500429	Editor in Chief	Designing, editing, and auditing a magazine of 74 pages for a non-governmental organization in Lebanon
2012	Beirut	UNDP- Mona Yaseer: 03240036	Editor	Writing articles about Civil Peace in Lebanon
2014-2015	New York	UN TV Mary Ferreira (ferreiram@un.org) -1-917-367-5104	Translator and Narrator	Translating scripts and synopsis from English to Arabic and narrating the translated ones.
2015 till 2018	Beirut	Qatar Red Crescent Mission in Lebanon	Media and PR Coordinator	Attending the Mission's meetings with ambassadors, international organizations, public and private sectors, refugees. Reporting about the QRC Projects, conferences, workshops, and participating in the field trips. Publishing news related to the Mission and distributing it to different Media Institutions.

Other relevant information:

1. Awarded United Nations Development Program and AFP prize for Peace Journalism 2009-2010.

2. Awarded Reham Al-Farra (RAF) Memorial Journalists Fellowship Programme 2014 held by the United Nations, to be one of 15 journalists chosen from 15 different countries to spend one

month at UN Headquarters and meet SG Ban Ki-Moon and take an exclusive interview with him.

3. Attended the World Conference for Scientific Journalists held in Qatar in 2009 and the Second one held in Senegal in 2012.

4. Published an article about civil peace for a magazine issued by United Nations Development Program (UNDP) in April 2012.

5. Participated in many volunteering and training activities:

- Workshops to develop team building skills and leadership.
- Workshops about the Lebanese, Arab and World environment, green economy and many environmental issues.
- Workshops on peace journalism and how to cover wars.
- So many workshops and training sessions about political, environmental, educational, social, cultural, and sustainable development issues.
- Workshops on citizenship, democracy, human rights, international courts, reconciliation, refugees and objectivity.

6. President of an organization supporting the Public School in my village.

7. Worked as a media supplement for two non-governmental organizations in Lebanon.

8. Trainee at Tele Liban in the reporting and editing department during 2004-2005.

9. Trainee at Agency France Press (AFP) in Cyprus in 2010, since I was awarded Peace Journalism Prize after a competition between 30 Lebanese Journalists.

10. Participated in the training about Investigative Reporting held in Cairo, Egypt in collaboration between World Federation of Scientific Journalists (SjCOOP) and World Health Organization, where I had a presentation and where I wrote also investigative reports.

11. Published articles about health and environment in Oxygen magazine which is related to L'Orient-Le Jour Newspaper during 2012.

12. Worked in documenting books and information for a library and reporting records and interviews for a book to be published.

13. Contributed in collecting and recording lectures and discussions for a two-day conference, which were published later in a book.

14. Published articles in an economical magazine related to the chamber of commerce and industry in Lebanon from 2014 till now.

15. I was interviewed by several Lebanese radio stations and by the UN Radio at New York, about the prize that I had been awarded from UN and about several investigative reports.

16. Media Coordinator for two events, one about launching a film concerning the suffer of Syrian Women Refugees and the impact as well on Lebanese Women. The second was launching a study about Image of Women in Media and Ads.

17. Media Coordinator for an event about Eco-Tourism for Shouf Cedar Nature Reserve.

18- Participated in the Media Team of Arab Thought Foundation, in which I covered their conference in Egypt, at Arab League.

19- Worked as researcher for many institutes and for publishing centres, in which they used these researches in writing books.

20- PR Coordinator for several projects held by PR Agency located in Lebanon, in which I work with them as freelancer.

21- Media and PR coordinator for several events held in South Lebanon.

22- Summarized several books and articles for a publishing centre.