

# Nawal Handam

## Journalist and Communications Specialist

### Personal Info

**Address:** Beirut - Lebanon  
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**Date of birth:**  
1994-03-08  
**LinkedIn:**  
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### Skills

Advanced knowledge of MS Word and PowerPoint (creating and modifying databases, tables, queries and forms; reports)  
Advanced knowledge of Web Developing (Adobe CQ5)  
Advanced knowledge of SAAT News Publishing System

### Languages

Arabic - Native  
English - Fluent (communicative in writing and in speech)  
French - Basic

Certified Communications Specialist with +5 years of experience in writing, editing, marketing, and developing media strategies. Seeking to enhance my knowledge and capabilities by working in a dynamic organization that prides itself in giving substantial responsibility to new talents.

### Experience

2018 - present	<p><b>Communications Assistant</b></p> <p><i>United Nations Development Programme</i></p> <p>Develop, support and promote Organization goals, including message development, social media content creation and media outreach.</p> <p>Write, edit, and distribute content, including publications, press releases, website content, annual reports, speeches, and other marketing material that communicates the organization's activities.</p> <p>Respond to media inquiries, arrange interviews, and act as a spokesperson for the organization.</p> <p>Build and maintain relationships with journalists, bloggers, investors and customer audiences that will help advance our work. Identify target audiences and create strategies to effectively engage them</p> <p>Ensure digital marketing content aligns with the organization's identity and message, and assist with marketing campaigns as needed</p> <p>Work closely with leaders and executives to develop and strengthen employee engagement activities</p>
2016-2018	<p><b>News Producer</b></p> <p><i>Samalink Broadcasting Company</i></p> <p>Produce daily show "The Daily Press"</p> <p>Prepare Video wall reports (content and videos more than 15 minutes television video)</p> <p>Responsible for producing top stories for news audiences on all platforms</p>
2014-2016	<p><b>News Editor</b></p> <p><i>Samalink Broadcasting Company</i></p> <p>Write and edit news and news reports (political, Social, features)</p> <p>Read and record news reports</p> <p>Plan the contents of publications according to the publication's style, editorial policy, and publishing requirements.</p> <p>Verify facts, dates, and statistics, using standard reference sources.</p>
2012-2014	<p><b>Marketing Assistant</b></p> <p><i>Doma Stationary</i></p> <p>Provide administrative and clerical support to Marketing Managers</p> <p>Organizing events</p> <p>Contributing to the annual marketing plan</p> <p>Helping implement and monitor marketing Strategies</p>
2014	<p><b>Customer Service</b></p> <p><i>First National Bank-Beirut</i></p> <p>Attracts potential customers by answering product and service questions suggesting information about other products and services</p> <p>Opens customer accounts by recording account information</p> <p>Maintains customer records by updating account information</p>

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## Education

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2011-  
2014

**Lebanese University, Faculty of Information  
and Documentation, Beirut, Lebanon**

Public Relations and Advertisement Degree

2016-07

Editing and writing training program with BBC trainer Mr.  
Fayed Abu-Shammali

2016-10

Golden vision: Vocal training for Arabic news and reports

2015-08

Full training program on Copy Writing at Aljazeera Media  
Training & Development Centre

2013

Training program under the title of Speak without Fear at  
the Union Center for Media Training

2013

Al-Assifa News workshop for News Editing

2013-01

Basics of Social Media Writing at AltCity