NABIL HALWANI

Communications
Specialist

ABOUT ME

As an ambitious and self motivated person, i enjoy the roles that utilize my skills in problem solving, data analysis and project management. Extensive international experience has instilled in me the core values of humanitarian work, particularly in my surrounding community.

CONTACT

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Beirut, Lebanon 📍

LANGUAGES

ARABIC	●●●
ENGLISH	●●●
FRENCH	●●●
SPANISH	●○○

EDUCATION

BA Psychology (2007-2010)
Lebanese University

BA Marketing (2004-2007)
Lebanese American University

PROFESSIONAL EXPERIENCE

STICHTING Spark   LEBANON
Regional Communications Coordinator
2018 - Present
.Coordinate and manage internal and external communications.
.Responsible for all communications regarding Lebanon, Turkey, Iraq, Palestine and Jordan.
.Ensure a strong presence on online and offline plaforms.
.Organise events, conferences and award ceremonies.
.Edit, maintain and ensure the success of the websites.
.Donor communication and requirements (EU - Education Above All - Dutch Ministry of Foreign Affairs - ISDB - Postcode Loterji)
.Visibility and Branding.
.Strategic planning and strategies creation and implementation plus reporting.

Lebanese Welfare Association For The Handicapped   LEBANON
Communications Specialist
2017 - 2018
.Build and execute social media strategy and campaigns.
.Create, publish, write and share daily content.
.Moderate all user generated content.
.Manage events, community building and analyze all metrics.

TECHNICAL SKILLS

Social media platforms ●●●
Adobe Photoshop ●●●
Online platforms ●●●
Microsoft Office ●●◑
SEO ●◑○

VOLUNTEERING EXPERIENCE

Embrace LEBANON
2018-2019
Suicide Prevention Helpline Operator

Qasid Volunteer Programme JORDAN
2017
Refugee educational training

Al Rashidiyah Camp LEBANON
2016
Translation, coordination and liason

Sabra and Chatila Camp LEBANON
2015
Facilitation and Coordination

ADDITIONAL TRAINING

European Commission TURKEY
*Training for project managers on how
to communicate about EU funding*

Amnesty International
*Human rights : the rights of refugees
online training programe*

● **Digital Limits** LEBANON
Digital Community Manager
2017
.Set and implement social media and communications campaigns.
.Organise and participate in events for community building.
.Create engaging written and visual content.
.Create strategic marketing and communications plans.
.Improve on insights and evaluation of mechanisms metrics.
.Relationship building.

● **Quebec Investment Consultation and Management Services**
JORDAN
Case Manager & Social Media Officer
2016 - 2017
.Manage clients immigration case files and provide progress reviews.
.Draft service plans.
.Implement SEO strategy.
.Content writing.
.Translation.
.Manage social media channels.
.Build a professional network.
.Graphic design for web based marketing

● **Coşkun Eğitim Kurumlari TURKEY**
English Teacher
2015 - 2016
.Teaching the English language for 5th, 6th and 7th graders.
.Assisted in extra-curricular activities

● **Attar Group** LEBANON
Head Office Manager
2014 - 2015
.Analyse business objectives and create new strategies.
.Formulate plans and implement new procedures.
.Conduct formal correspondence.
.Social media implementation.
.Research and translation duties.

- **Admic**   **LEBANON**
  Customer Service Supervisor
                            2012-2014
  .Manage a team of officers handling customer complaints.
  .Develop weekly sales report.
  .Contribute to marketing campaigns.
  .Handle follow ups, after sales, maintenance and delivery services.

- **Mosaique**   **CHINA**
  Account Manager
                            2011 - 2012
  .Establish new market segments and targets.
  .Collaborate with the sales team to increase goals.
  .Manage clients portfolios and accounts.

- **Middle East Airlines**   **LEBANON**
  On board cabin crew
                            2009 - 2011
  .In flight sales and services.

- **Shock**   **LEBANON**
  Management consulting assistant
                            2006 - 2009
  .Market research analysis.
  .Promote brand awareness.
  .Support in creation and implementation of new business models.

References available upon request