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Hélène Saadeh

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Professional Summary:

Efficient Student aiming to add value to a dynamic team while building skills and acquiring new knowledge with a strong understanding of Politics and Media. Reliable Student seeking a role which embodies leadership and commitment. Aiming to contribute value by applying knowledge acquired across a history of academic excellence.

Skills:

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|---|---|
| ✓ Microsoft Word expertise | ✓ fluent in French, Arabic, and English |
| ✓ Microsoft Excel and Power point expertise | ✓ Adobe Photoshop, Illustrator, Premier expertise |
| ✓ Presentation design | ✓ Public speaking |
| ✓ Conflict resolution | ✓ Speech writing |
| ✓ Accurate and detailed | ✓ Logical flow |
| ✓ Critical thinking | ✓ Vocal tone |
| ✓ Excellent communication skills | ✓ Programming on Eclipse and HTML |
| ✓ Video editing | ✓ SEO skills |
| ✓ Fast learner | |

Work History:

- **Freelance Writer - Outlook Weekly Newspaper-American University of Beirut | Beirut**
(Sept. 2017 – Present)
 - Discussed projects and completed assignments by utilizing email and telephone communication.
 - Completed proposals and set up contracts.
 - Offered feedback on the quality of segments and coached other staff members on how to improve segments.
 - Wrote pieces and news stories for online publication, coordinating images and layout to ensure proper presentation.
 - Researched and wrote 2 pieces per week for Outlook.
 - Evaluated and followed up on news leads and news tips to develop story ideas.
 - Prepared and delivered a wide range of reports, covering topics ranging from Arts and Culture to Politics.
 - Arranged and conducted interviews with individuals knowledgeable about each story's subject matter.
- **Contributing Writer - El Marada Website | Zgharta**

(June 2016- August 2018)

- Wrote features on subjects such as refugees, politics and health.
- Supervised the post-production process, including editing, dubbing and color correction.
- Developed advertising strategies and converted ideas into concrete tasks and delegating them to the appropriate individuals and departments.
- Operated DSLR cameras during shooting.
- Delivered live reports from site of event and from the mobile broadcast unit.
- Edited footage to create videos for multiple multimedia platforms.
- Counseled video-editing crew on material used for video, handling voice-overs following editing phase.
- Wrote pieces and news stories for online publication, coordinating images and layout to ensure proper presentation.
- Offered feedback on the quality of segments and coached other staff members on how to improve segments.
- Pitched ideas for a political campaign

- **Office Secretary - Financial Aid Office, American University of Beirut | Beirut**
(September 2018 – Present)

- Escorted visitors to specific offices or meeting rooms.
- Directed guests and routed deliveries and courier services.
- Interacted with students and families to follow up on missing or deficient information and relayed and discussed the status of applications.
- Placed orders for office supplies.
- Helped distribute employee notices and mail around the office.
- Provided information to students and families regarding the options for obtaining financial aid.
- Input all documents into the records management system.
- Greeted incoming customers in a professional manner and provided friendly, knowledgeable assistance.
- Aggregated and prepared documentation and reports for office meetings, distribution, and filing.
- Provided educational documents and pamphlets to patients.
- Assisted senior administrative professionals with daily work tasks.

- **Online Editor – Spécial Magazine – Madame Figaro**
(November 2018 – Present)

- Wrote daily article on Fashion, Beauty, Lifestyle
- Optimized the website with SEO techniques
- Managed Social Media Accounts such as Twitter and Facebook
- Edited pictures on Photoshop and illustrator
- Interviewed artists, actresses, and influencers.
- Covered on the spot news and events

Education:

- **High School Diploma:**

École des Religieuses de Nazareth – Kfarzeina (North Lebanon)
(2004-2017)

- ✓ Elected Class President for five years


- **B.A. in Media and Communication / Minor in Political Science**

American University of Beirut – Beirut
(2017-2020)

- ✓ Member of Media Society
- ✓ Member of the Political Science and Public Administration society
- ✓ Member of Cinema Club
- ✓ Member of Outlook AUB
- ✓ Coursework in Political Science, Media, and Art History

Exchange Semester:

Sciences Po Paris (Spring 2019)

-  Member of the Sciences Po Nations Unies Society

Accomplishments:

- ✓ **Programmed a Mobile Application** using Eclipse which turns texts into voices for people in need and won the 6th place and a scholarship at the Lebanese American university's computing camp.
- ✓ Won **UNESCO's 1st prize** for a history book on *Wadi Qannoubine*.
- ✓ Participated in an episode of *Dunyana* on **BBC Arabic**

Certifications:

- ✓ CoP from the **Harvard World Model United Nations** representing the delegation of **Sciences Po** in the Special Political and Decolonization committee.
- ✓ Certificate of participation in the **Model United Nations** at the Lebanese American University, representing China at the **Security Council**.
- ✓ Oriental Ballet Dance Certificate from *Tribe Dance Mission*.
- ✓ Violin Concert Certificate from *Ecole d'Arts et de Musique*
- ✓ Workshop in **Conflict Resolution** at the Zgharta-Ehden Municipality
- ✓ Cedar Planting certificates in Horsh Ehden Natural Reserve

Hobbies:

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|--------------|-----------|
| ✓ Tennis | ✓ Piano |
| ✓ Basketball | ✓ Dancing |
| ✓ Violin | ✓ Singing |

- ✓ Drawing
- ✓ Reading
- ✓ Traveling

- ✓ Photographing
- ✓ Writing

Volunteering:

- ✓ Missionary camp in KarmSaddeh with Iraqi Refugees
- ✓ Visits to refugees in North Lebanon
- ✓ Missionary camp in Tripoli with people in need
- ✓ Fund raising for the North Autism Center as a Christmas Project
- ✓ House renovation mission in Akkar