

May El Daouk
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Education

Multimedia Journalism Graduate
Lebanese American University

Work Experience

Communication Intern

Sanofi | September 2019 - Present

- Supporting the team with development of material and events.
- Focusing on the internal communication of the company.
- Assisting in writing press releases and media related content.

Content Writer Intern

Konchef | February 2019 – April 2019

- Handled the ideation and creation of compelling content including website copy, white papers, blog posts, social media content, and product/service descriptions.
- Actively engaged with customers and maintained a cohesive brand voice.
- Collaborated with the Marketing Department to execute brand initiatives.

Media & Communication Intern

Lebanese Red Cross | October 2018 – January 2019

- Assisted in the general distribution of press releases and media related content.
- Assisted staff with tracking, formatting and archiving of news on different social media platforms.
- Liaised with the director to push new blog posts through the calendar.

Director of Public Information

Model Arab League | September 2017 - June 2018

- Created content for the official website and for the social media accounts (Posts/ articles/videos).
- Monitored continuously online public relations and ensured the success of the program.
- Managed a team in order to deliver the best version of the program to the delegates and to the public.

Public Information Officer

Model Arab League | November 2015 - May 2016/ October 2016 - May 2017

- Wrote articles for the official website and other newspapers.
- Helped to produce content for all of the social media accounts (Facebook, Twitter, Instagram and Snapchat).
- Took footage throughout the training sessions.

Portfolio

<https://medium.com/@maydaouk>

<https://www.facebook.com/JSC224mo/videos/1007997425972030/>

COMPUTER SKILLS

Microsoft Office - Adobe premiere – Basic knowledge in Adobe Illustrator

Conferences

Youth Empowerment on Advocacy skills | August 2018

Global Classrooms International Model United Nations Conference – New York | May 2017

Global Outreach and Leadership Development Conference (G.O.L.D) – New York | August 2016

Languages

Arabic: Native speaker

English: Proficient user (C2)

French: Proficient user (C1)

Extracurricular Activities

Media & Communication Coordinator at Lebanese Red Cross Youth Department from June 2018 till present

President of the LAU LRC Club from September 2017 till June 2018

Assistant in the Beirut District LRC Youth Department from February 2017 till August 2017

Stage Manager for “Bordello Marzouka” play in Madina Theatre From May 2016 till June 2016

GA member in the Lebanese Red Cross Youth Department from 2015 till present

Member of the citizenship club from November 2016 till 2017

References are available upon request.