

**Rita A. Al Mazraany**

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**OBJECTIVE**

Pursuing a job position that matches my interests and qualifications and enables me to utilize my skills, abilities, and further enhance my potentials.

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**EXPERIENCE****Freelance graphic designer and volunteering in printing house (caritas):**

- Meet with clients or the art director to determine the scope of a project
- Advise clients on strategies to reach a particular audience
- Determine the message the design should portray and create images that identify a product or convey a message
- Present the design to clients or the art director
- Incorporate changes recommended by the clients into the final design. Review designs for errors before printing or publishing them
- Study design briefs and determine requirements. Schedule projects and define budget constraints
- Conceptualize visuals based on requirements and prepare rough drafts and present ideas
- Develop illustrations, logos, posters and applications. Use the appropriate colors and layouts for each graphic
- Work with copywriters and creative director to produce final design. Test graphics across various media
- Amend designs after feedback
- Ensure final graphics and layouts are visually appealing and on-brand
- Brochure, poster, flyers, logo
- Applications (T-Shirts, mugs, pins, souvenir shield, Notebook...)
- plexi, laser cut, wood, mugs, t-shirts, pins and vinyl

**Archive and Documentary, Entry Database**

- evaluating, selecting, retrieving and arranging materials
- answering enquiries

- organizing publicity events such as talks and exhibitions
- making the archives accessible to a wide range of users
- storing and preserving perishable documents
- producing teaching materials
- identifying and bidding for funding
- negotiating the acquisition of new collections
- supervising staff and budgets.

### **Youth field coordinator and project coordinator (Madad Youth Resolve)2017**

- High experience with NGO's, Syrian Refugees, Youth, Women and Children
- Experience in coordination and implementation in different type of activities for kids and youth ( indoor and outdoor Pss sessions, kermess, recreational activities for kids, summer camps, trainings and awareness sessions
- Data entry of information and beneficiaries.
- Type documents, reports and correspondence, support the staff in the preparation of supporting documents (purchase quotation, invoice...)
- Keep the Health and Safety policies updated and in process. Execute data entry of info and mainly the CFW beneficiaries' daily attendance
- Preparing monthly and annually report of each activity.
- Coordinate project management activities, resources, equipment and information, planning & development of the project.
- Experience with refugees or other vulnerable populations
- Break projects into doable actions and set timeframes. Liaise with clients to identify and define requirements, scope and objectives.
- Assign tasks to internal teams and assist with schedule management
- Prepare budgets Execute data entry of info. Analyze risks and opportunities. Oversee project procurement management
- Monitor project progress and handle any issues that arise. Act as the point of contact and communicate project status to all participants

- Use tools to monitor working hours, plans and expenditures, create and maintain comprehensive project documentation, plans and reports. Ensure standards and requirements are met through conducting quality assurance tests

#### **Photographer & graphic designer (Studio imagination) Chekka 10-2015 till 10-2017**

- Meeting clients or account managers to discuss the business objectives and requirements of the job;
- Interpreting the client's business needs and developing a concept to suit their purpose. Estimating the time required to complete the work and providing quotes for clients. Working with a wide range of media, including photography and computer-aided design (CAD);
- Working on layouts and art working pages ready for print;
- Keeping abreast of emerging technologies in new media, particularly design programs such as **InDesign, Illustrator, Photoshop, After effect**

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## **EDUCATION**

#### **American University of Culture and Education (AUCE) - Kfaraaka (2013 -2017)**

- BA (Major: Graphic Design).

#### **Lycée Notre Dame de la Deliverance Chekka (2012 – 2013)**

- S.E (Sociology & Economy)

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## **SKILLS AND ACTIVITIES**

### **Skills**

- Strong and effective analytical and communication skills
- Innovative and team leader, committed to deadlines and schedules
- Ability to work overtime and maintain a positive view of tasks
- Proficient in Arabic, French and English (writing, reading, and speaking)
- Knowledge in Adobes **InDesign, Illustrator, Photoshop, After effect**
- **Logo design, Stationery design, Packaging design, Advertising campaign, Flyers, Posters, Editorials**
- Photography

- Microsoft Office (Word, Excel, Access, Power point). Internet and email applications

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## ACTIVITIES

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- Volunteer at Caritas Youth Lebanon (communication department)
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## REFERENCES AND RECOMMENDATION

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Available upon request

### Personal info

Lebanese

D.O.B: 29/01/1995

Marital Status: Single