

# NOUR EL KURDI

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## EDUCATION

American University of Beirut (AUB) | Beirut, Lebanon | 08/2016 – 5/2020

Double Major: BA in Media and Communication & BA in Public Administration – Last GPA: 88/100

Makassed Khaled Bin Al Walid | Beirut, Lebanon | 2001- 2016

Lebanese Official Baccalaureate

## EXPERIENCE

### Work Experience

**AUB Career Hub | Beirut, Lebanon | 10/2017– 05/2020**

Position Held: *Research Assistant*

- Managed the annual AUB Job Fair with 150+ companies
- Attended mock-interview sessions with job seekers
- Assisted 10+ students weekly in CV and Cover Letter editing
- Prepared communications of Job vacancies and events to targeted student groups
- Worked on several projects and Workshop material for students
- Created a social media plan and drafting content that goes in advertising material

**gtlogic | Beirut, Lebanon | 11/2019 – 12/2019**

Position Held: *Content Creator*

- Researched and organised content for 80+ events per month in the Eastern Province of Saudi Arabia on [epevents.com](http://epevents.com)

## CERTIFICATIONS

Aljazeera eLearning – 2020

A set of Online certificates received

May Chidiac Foundation (ALAC Academy) - 2017

Certificate in TV presenting and communication skills

Zakira Association – Dar Al Musawwir - 2017

Certificate in photography, news writing & social media

AnNahar academy - 2016

Certificate in journalism (radio-TV)

## EXTRACURRICULAR

Freelance Photographer for Events and photoshoots | 2016 – PRESENT

Former Staff writer for the University Newspaper (Outlook) -2017

Little Clowns – Kids entertainmnet | 10/2016 – Present - CEO and Founder – Social Media Manager

Loqma Haniya – Catering | 02/2019 – Present - CEO and Founder – Social Media Manager

## SUMMARY SKILLS

**Languages:** Fluent in Arabic, English and French (Writing and Speaking)

**Computer Skills:** iNews, MCUX, MS Word, PowerPoint, Excel, Outlook **Basic:** Adobe Photoshop, html

**Soft Skills:** Communication, Interpersonal, Team-Building, Public Speaking, Problem Solving

### Internships

**KHOUBOURAT, IRADA | Beirut, Lebanon | 07/2019**

*Intern – HR program*

- Worked on improving the content of the official brochure of Khoubourat program
- Participated in preparing the monthly bulletin of job postings
- Attended sessions with jobseekers and provided guidance
- Prepared job description for job vacancies to be posted

**TR NEWS AGENCY | Istanbul, Turkey | 01/07/2019 – 13/07/2019**

*Intern – Journalist*

- Drafted and gathered data for 1 report daily on Turkey which was later shared on TR News Agency website

**AL JAZEERA MEDIA NETWORK | Doha, Qatar | 07/2018 – 08/2018**

*Intern – News Editor (Arabic department)*

- Introduced to iNews and MCUX systems
- Prepared and edited news for the bulletin including graphics
- Created packages and translated content from English to Arabic
- Prepared and Recorded voice over content for many clips
- Attended and participated in daily editorial meetings
- Reviewed the working mechanics of the interviews desk and the reporters network

**STUDIO VISION- MTV | Nakache, Lebanon | 01/2018**

*Intern – Media Producer*

- Introduced to CCU and GC and supported in other tasks accordingly
- Reviewed the working mechanics of implementing flyers on air in the gallery

