

Lelea Abdou

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PROFILE

To secure a challenging position in a reputable organization to expand my learnings, knowledge, and skills. Seeking an entry-level position to begin my career in a high-level professional environment.

EDUCATION

American University of Kuwait

Sep 2015 – July 2019

Degree: Communications and Media

GPA: 3.1/4.0 overall

3.7/4.0 in major courses

Coursework: Introduction to Digital media design, principles of journalism, writing for Mass Media, Research Methods in Communications, Principles of Advertising, Principles of public relations, Advertising and media planning, Advertising Campaigns, Broadcast Journalism, New reporting and Editing, Public relation Writing, PR campaigns

New English School of Kuwait

2002-2015

IGCSE

WORK EXPERIENCE

Project Coordinator – (Part time)

January 2018- present

SMARTENTITY L.L.C “Kuwait”

- Creating and editing Submittals
- Basics on BOQ
- Shop drawing Logs
- Greeting Video's for company profile

Responsibilities:

- Schedule, Direct and Assign duties to Technicians and other labors

- Plan for work completion as per the deadlines.
- Schedule, Direct and Assign duties to Technicians and other labors.
- Improve the design of the Social Media Website
- Create greeting videos for Holiday's
- Submit Handover processes with the consultants including all documentation
- Prepare the Procurement schedule for ordering materials.

New Horizon – Expression Institute “Kuwait” (Part time) August 2018- October 2018
English Teacher

Teaching English Classes in the following categories:

- Basics of TOEFL
- Basics of IELTS
- Children English classes
- Private English Classes

ACTIVITIES

Volunteering: Loyac Kuwait

Event Planning

Hobbies: Reading, Writing, Editing, Blogging, Designing

SKILLS

Fluent English Speaking, Reading and Writing

Fluent Arabic Speaking

Excellent Communication skills

Basic Video Editing

Basic editing and writing in journalism

Creating basic flyers, advertisement

Leadership and self-starter to maximize business objectives

Team player and communicator, who highly values personal and business Integrity

SOFTWARE

- Microsoft Windows
- Mac

Software Tools:

- Word
- Excel
- PowerPoint
- Adobe Premier Pro (basic)
- Adobe Illustrator (basic)
- Adobe After Effects (Basic)