





JAMIL SALEH

PUBLIC RELATIONS SPECIALIST

SUMMARY

Motivated Public Relations specialist, with 2+ years of experience. Passionate in my career and improving my skills and looking forward a career that is both challenging and rewarding.

CONTACT

-  Saida - Lebanon
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EDUCATION

Masters 2020 - 2021
in Corporate Communication,
Lebanese University - Faculty of
Information.

Bachelor degree 2017 - 2020
**in Public Relations and corporate
communication,**
Lebanese University - Faculty of
Information.

EXPERTISE

- Public speaking, speech writing and presentation composition
- Press releases and News Editing
- Knowledge of Social Media
- Communication skills
- Negotiation, problem solving skills and decision making
- High level of commitment and reliability
- Time Management
- Adaptability and flexibility
- Microsoft office (Word, Excel, Power Point)

LANGUAGES

Fluent: reading, writing and conversational in Arabic, French and English.

WORK EXPERIENCE

DISPATCHER *LEBANESE RED CROSS* APRIL - JUNE 2021
As a dispatcher, at the COVID19 HOME CARE project managed by the LRC, my main responsibilities included the following:

- Organizing team work and cooperation, making sure of applying all protocols.
- Scheduling and prioritizing calls for the beneficiaries (COVID19 Patients), and reporting the required information.
- Addressing problems and reporting them to the administration.

COMMUNICATION INTERN *LOYAC LEBANON* JAN - MARCH 2021
My main responsibilities included the following:

- Writing press materials
- Follow-up of media relations
- Management of digital channels (social media emails...)
- Updating media lists

PR INTERN *LEBANESE RED CROSS* JAN - APRIL 2020
During my internship in public relations and communication section, I provide assisted in these responsibilities:

- Writing media announcements
- Coordinating of different events
- Organizing documents in the archive department

DATA ENTRY *MINISTRY OF PUBLIC HEALTH* JULY - OCT 2019
Registering and data entry for a vaccination project affiliated to the Ministry of Public Health.

ACCOMPLISHMENTS

- **THE CAREER PATH PROGRAM × THE EMPLOYMENT HUB**
JAN – April 2021
This program managed by *JOBS FOR LEBANON × THE NAWAYA NETWORK* focuses on empowering the youth in Lebanon. As a candidate in this program I have received both, the practical and theoretical tools needed to become career ready for the global job market and gained valuable employability skills through online workshops...
- Volunteer at **LEBANESE RED CROSS**, emergency medical services sector. (2018 – Present)
- Attended and awarded from the “Generation Unlimited Youth Challenge” managed by **UNICEF**; the project is: “Minassa.net”.
- Attended and awarded from **INJAZ Lebanon** program as “Maharat from google”.