

Roua Ahmad El Khayat

Saida, Lebanon

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D.O.B: 6.09.2000

Education

- Bachelor degree in Marketing Oct 2018-June 2021
LIU university
GPA: 3.79/4
- Lebanese Baccalaureate, Life Science (LS) 2017-2018
Houssam Eddine Hariri High School
GPA: 16.57/20

Professional Experience

- Freelancer Feb 2022-Present
Position: Presentation Designer
Responsibilities:
 - Design and creation of templates for pitch presentations
 - Turn data, concepts and research into compelling learning materials
 - Manage multiple projects simultaneously while attending to deadlines
 - Having a good eye for design and aesthetics to create well-thought-out presentations
 - Possess intimate knowledge of presentation programs
- Aws Studios, Broadcasting & media production Company-Dubai Jan 2022-Feb 2022
Position: Assistant Producer (Freelancer) for a UAE Talent Show for Abu Dhabi TV
Responsibilities:
 - Scheduling & Handling crew on set
 - Production management
 - Administrative work
 - Contacting with the crew (send them call time & location, make sure they arrived on time)
 - Budgeting (Invoices and accounts)
 - Contacting with the contestants (call time & location, clothes coordination...)
 - Contacting with the presenters (about their outfits, call time & location and all details needed)
- Donner sang Compter (DSC), non-governmental organization(NGO)-Beirut,Lebanon 2019-2021
Position: School Coordinator for Saida district
Responsibilities:
 - In charge of identifying schools in regions.
 - Follow up closely with presidents of already established clubs and provide support.
 - Actively look for new ways to open new clubs where DSC is not available.
 - Assist in the setting up of club's calendar of events and types of activities.
 - Monitor and evaluate activities via Volunteer Hub and send out weekly reports to committee.

Professional Development

- Digital Marketing Training program Nov 2022-Present
Amideast and Forward mena
- Foundations of Digital marketing & E-commerce Dec 2022-Present
By Google-Coursera

Activities, awards, and certificates

- Second Prize in School Debate Championship-Mounazarat
- Certification of honor for being a Judge, Trainer and Organizer in the 3rd Debate Club Championship-Mounazarat
- SIBA program Participation Certificate in Acting- Minwal Theatre Company
- 2 years volunteering in Donner Sang Compter (DSC) as a School Coordinator

Skills

- Proficiency in Microsoft Office
- Adobe Photoshop (basics)
- Canva
- Figma
- Good problem-solving abilities
- Competitive debating
- Communication skills
- Adaptability
- Decision maker
- Leadership

Languages

- Arabic (Native language)
- English (speaking and writing)
- French (speaking and writing)

Hobbies

- Reading, photography, swimming, drawing, acting, writing

Reference

- References available upon request.