



Sondos Awada

PR Practitioner

OBJECTIVES

SEEKING A PROFESSIONAL CAREER PATH AT PUBLIC RELATION DEPARTMENT IN WELL REPUTABLE ORGANIZATION TO REFINE MY ACADEMIC SKILLS AND BLENDED IT WITH REAL EXPERIENCE AND PROFESSIONAL PRACTICES.

EDUCATION

Master in Business Administration (MBA) | Lebanese International University 2019 – TODAY
MBA in Business Management

Bachelor in Communication Arts in Public Relations | Lebanese International University 2016 – 2019
GPA: 3.4

AL TAYBEH HIGH SCHOOL 2013 – 2016
ECONOMICS and SOCIOLOGY

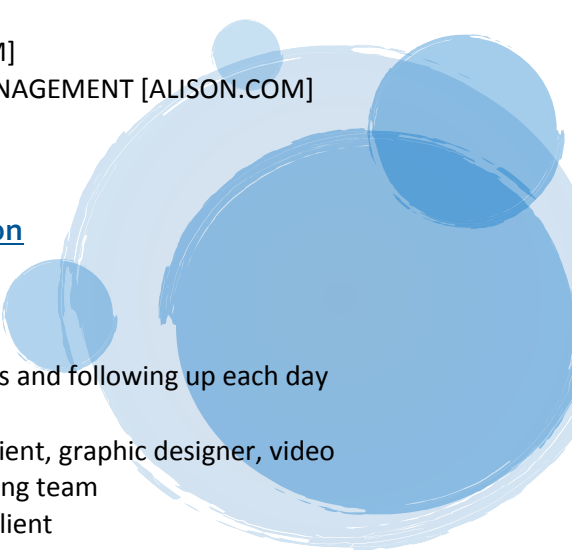
Certificated Online Courses

- THE ART OF DEBATE [FORSA.COM]
- INTRODUCTION TO PROJECT MANAGEMENT [ALISON.COM]

EXPERIENCE

Digital Marketing- Media Solution

June 2021-Now
Beirut / Lebanon

- Manage up to 10 clients' accounts and following up each day
 - Write content of website
 - Manage the work between the client, graphic designer, video editor, web developer and boosting team
 - Prepare Monthly plans for each client
 - Engage with audience
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Lebanon – Beirut



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Social Work Intern | Al-Sadr Foundation

MARCH 2020 – CURRENT

AL-TAYBE / LEBANON

- PROVIDED MENTAL HEALTH COUNCELING TO INDIVIDUALS, GROUPS AND FAMILIES
- WORKED ON SPREADING AWARENESS ABOUT COVID-19 TARGETING MORE THAN 500 HOME
- DEVELOPING A NEW CAMPAIGN FOR ELDERLY PEOPLE TO MERGE WITH THE COMMUNITY AFTER THE PANDEMIC

Social Work Aide | Al-Taybeh Municipality

APRIL 2019 – APRIL 2021

AL-TAYBE / LEBANON

- OUTLINED AGENCY SERVICES, REQUIREMENTS AND PROCESSES TO INDIVIDUALS AT HOME VISITS AND GROUP MEETINGS
- DETAILED CLIENT VISITS WITH THROUGH DOCUMENTATION AND OFFICIAL REPORTS
- SUPPORTED CLIENTS IN HANDLING ROUTINE TASKS SUCH AS RENTAL APPLICATIONS AND TAX FORMS

Special Events Planner | Free Lancer

MARCH 2019- AUGUST 2019

AL-TAYBE / LEBANON

- SUPPORTED EVENTS WITH HIGH-ENERGY SOCIAL MEDIA POSTINGS AND WELL – COORTINATED DIGITAL MARKETING STRATEGIES
- HELPED EACH EVENT GO OFF SMOOTHLY BY ASSISTING WITH DEVELOPING PLANNING AND IMPLEMENTING STRATEGIES
- MANAGED EVERY ASPECT OF EACH EVENT INCLUDING HANDLING ADMINISTRATIVE DETAILS, RESPONDING TO INQUIRIES AND DISTRIBUTING PROMOTIONAL MATERIALS
- ELEVATED EVENT STAFF PERFORMANCE WITH SKILLED LEADERSHIP, MOTIVATION AND DISCIPLINE

Teacher | Home schooling

OCTOBER 2018 – JUNE 2019

Al-Taybeh / LEBANON

- EVALUATED STUDENT WORK TO MONITOR PROGRESS AND IDENTIFY
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LEARNING GAPS

- COMMUNICATED WITH PARENTS ON STUDENT PROGRESS, POTENTIAL CHALLENGES, AND WAYS TO FOSTER ENGAGEMENT AND ACADEMIC SUCCESS

Volunteer | University

OCTOBER 2017- JUNE 2019
NABATIEH / LEBANON

- ANTI-BULLYING CAMPAIGN (SENIOR PROJECT)
- WORKED TO LEARN TASKS QUICKLY TO IMPROVE PERFORMANCE
- PARTICIPATED IN FUNDRAISING EVENTS
- DEVELOPED EFFECTIVE AND FRUITFUL RELATIONSHIPS WITH ORGANIZATIONS IN NABATIEH CITY

SKILLS

- PUBLIC SPEAKING
- WRITTEN COMMUNICATION
- CRITICAL THINKING
- TIME MANAGEMENT
- MICROSOFT APPLICATIONS
- ADMINISTRATIVE MANAGEMENT
- PLANNING
- SOCIAL PERCEPTIVENESS
- ANALYTICAL THINKING
- ABLE TO WORK UNDER PRESSURE
- SCHEDULING
- CASE DOCUMENTATION
- TASK PRIORITIZATION
- RESEARCH AND ANALYTICAL SKILLS
- COORDINATION

LANGUAGES

- 1- ENGLISH : FLUENT IN TALKING, READING AND WRITING
 - 2- ARABIC : FLUENT IN TALKING, READING AND WRITING
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