



## Hala Bou Diab

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**Mobile:** 0096171364125

**Nationality:** Lebanese

**DOB:** 1993

### PERSONAL SUMMARY

I am looking to further my career in a reputed company which will offer the necessary experience and challenges to excel in the field of media and communications.

### Education

June 2014 **BEIRUT ARAB UNIVERSITY, LEBANON**

Bachelor's degree in Mass Media (Mass Communication)

Minor in psychology

### Experience

**LBCI [Sept 2014- June 2015]**

*Researcher at "Ahmar bel khat Al Arid" program*

Cases preparation (searching, contacting, approaching and interviewing)

Building Public relations with reporters and coordination with line producers and the rest of the team to achieve successful episode.

Supporting social media team in managing Facebook page.

**Rania Magazine, Editorial department [Aug 2015- Dec 2015]**

Write social articles and publications:

Conduct interviews and arrange meetings with social public stars (Actors, Singers, Fashion designers) and publish their latest updates.

**MTV Lebanon [Jan 2016 – May 2016]**

*Contestant coordinator at the Comedy show*

Scheduling the daily activities of the contestants

Coordinating with third parties to ensure the activities are done

Briefing contestants on studio procedures, and reviewing rules of show.

providing casting crew and facilities information beside administrative and office management support.

**Generation C – Dubai [August 2016 –September 2018]**

Arabic Copywriter / Community manager

Writing Arabic captions / Translating captions from English to Arabic

Handling and managing communications

**Sadeem Show [March 2018 – May 2018]**

Production coordinator

Scheduling the daily activities of the contestants

Coordinating with third parties to ensure the activities are done

Briefing contestants on studio procedures, and reviewing rules of show.

providing casting crew and facilities information beside administrative and office management support.

**Future TV [August 2018]**

Presenter of a documentary (Missionary Schools in Lebanon)

+ Voice Over

**Arabs Got Talent [November 2018 – April 2019]**

Production coordinator

Scheduling the daily activities of the contestants

Coordinating with third parties to ensure the activities are done

Briefing contestants on studio procedures, and reviewing rules of show.

providing casting crew and facilities information beside administrative and office management support.

**Mindfield Digital - [May 2019 –May 2022]**

Senior Social Media Analyst

Creating Audits, Monthly and Weekly social media reports, Listening Reports, Moderation Reports/

Analysing the data on social platforms and creating recommendations based on the insights.

**JAMALOUKI MAGAZINE - [April 2022 –Till present]**

Freelancer Website Writer

Writing Arabic Articles about health, fashion, celebrities, lifestyle.

**TRAINING HISTORY**

- National News Agency (Lebanon)

Working as part of a team of writers, providing full coverage of local political and economic events.

- Annahar Newspaper

Writing articles ( هوس عمليات التجميل، هوس الشباب بالماركات العالمية، أثر الوضع الاقتصادي على الشباب اللبناني، مواقع التعارف الاجتماعي، التحرش الجنسي)

**key Strengths**

Good Communication Skills

Good Organization Skills

Team player

Hard Working with ability to multitask and handle pressure

Fast learner Proactive & enthusiastic

**Computer Skills**

Microsoft Office: Word, Excel & PowerPoint

### **Languages**

Fluent in Arabic, Good in English and French.