

Jessica Jean Saadé

Work Experience

Content Creator/Content Writer, Virtual Worker Now

March 2023 – Present

- Crafting compelling and engaging content that resonates with diverse audiences
- Creating content across a variety of formats, from written articles to videos and social media posts
- Writing content and copy for LinkedIn posts and client specific blog post articles
- Researching to ensure accuracy, factuality, and relevance of content
- Brainstorming, developing, and articulating ideal branding messaging and ideas
- Editing copy for posts, captions, video scripts, and more

Media and Communications Intern, Oxfam GB

February 2023 – April 2023

- Producing social media content and posts, supporting in incorporating key media and communications elements within posting (English/Arabic)
- Attending events to help secure coverage for various campaigns and events through the media and communications department
- Drafting communication and visibility plans for various Oxfam projects, and developing content and creating designs for internal and external communications channels
- Contributing to the promotion of Oxfam projects and products creatively, highlighting organization culture on social media and showcasing employee testimonials
- Story and content creation of success stories, human-interest stories, and blogs
- Attended a regional influencing workshop to understand and work on SRHR issues, outcomes, and action plans
- Initiating a strategy for Oxfam in Lebanon's Instagram account (to-be implemented) as a new social media outlet to enforce employer branding, highlight key messaging and visibility and communications in general

Accountant, Jublo Limited

June 2018 – March 2023

- Accepted purchase orders and confirming their coherence with company records
- Created invoices for received and accepted customer Purchase Orders, contractor invoices, receipts, and other purchases
- Reconciliations, ledger processes, and streamed reports of bank records against the company balance sheets and accounting platform
- Assisted with administrative tasks, specially communication with clients, as well as problem solving
- Audited balance sheets and other accounting platforms for VAT reporting

Copywriter, Virtual Worker Now

October 2021 – August 2022

- Wrote various types of copy: social media captions and content, Facebook ads, Google ads, and product descriptions
- Wrote website copy, landing pages, and blogs
- Brainstormed, developed, and articulated messaging and ideas in collaboration with the account and design teams
- Editing, transcribing, and research

Editor, Mosaic

January 2017 – May 2019

Lebanese American University's Independent Student Publication

- Assigned, reviewed, edited, improved, and advised on news articles
- Aided in initiating the newspaper's website
- Coordinated and organized publishing cycles

Brand Promoter, Kristie's Agency

January 2017 – May 2019

- Generated sales by engaging and connecting with customers effectively and professionally
- Utilized product knowledge to educate and inform customers
- Created a positive image about the product and leading costumers to use it
- Identified interests, understanding, and meeting customer needs and requirements

References available upon request

Education

Lebanese American University, Beirut, Lebanon

Bachelor of Arts in English Language and Literature – Distinction List

June 2020, GPA 3.64

Monsif National School, Monsif, Lebanon

Lebanese Baccalaureate, Life Sciences Section – With Honors

June 2016

Courses and Certifications

- **Media Campaigns for Social Change and Advocacy Course**
RNW Media Netherlands
- **Beginner to Expert Copy-writing with Jonathon Kendall**
Virtual Courses Now
- **Model United Nations Course for Diplomacy and Public Speaking**
Lebanese American University

February 2023

October 2022 – November 2022

December 2014 – March 2015

Skills

Computer

Proficient in Microsoft Office (Word, Excel, PowerPoint...)

Trello, Slack, Discord

Canva (basic knowledge)

Languages

Arabic (Native), English (Highly Proficient), French (basic)

Leadership

As a member and leader in both Byblos Scouts and Cedars Scouts from 2012 to early 2019, and as a participant in the Model United Nations leadership program for High Schools at LAU in 2015, I was able to further develop and enhance essential skills such as diplomacy, leadership, responsibility, motivation, and emotional intelligence, which were already inherent within me.

Communication

Multitasker and a fast learner with very good adaptation abilities to new environments and situations along with a mixture of good listening skills, clarity, concision when needed, and great presentation skills. Excellent writing skills matched with meeting deadlines and understanding target audience desires.

Other

Reading, writing poetry (pieces published in *Foremost Like Home*), and outdoor activities