

# JANE SIDAWI

## CONTACT

☎ (438) 881-9479 (Available on WhatsApp)

✉ jane.sidawi@outlook.com

🌐 [www.linkedin.com/in/jane-sidawi](http://www.linkedin.com/in/jane-sidawi)

## ABOUT

Experienced and results-driven Communications Manager with a creative background seeking a challenging role where I can contribute my skills in strategic planning, team leadership, and creative problem-solving to achieve business objectives.

## SKILLS

- Project Management
- Creativity
- Teamwork
- Time Management
- Leadership
- Effective Communication
- Critical Thinking

## WORK EXPERIENCE

### FNX-INNOV

APRIL 2022 - PRESENT

#### Communications Manager

- External employee of the City of Montréal: send communication with the city's guidelines to residents, partners and businesses.
- Create a monthly newsletter for the department
- Train new employees.
- Work with the team to resolve all complaints from residents and commerces.
- Manage over 10 projects: deadlines, internal and external communication and outreach, coordinate meetings, budget, etc.
- Organize social events: plan monthly events, coordinate location, budget, invitation, etc.
- Be present on work sites to ensure residents, partners and businesses are well informed and to respond to questions or emergencies.
- Create connections with new partners and businesses.

### SBC Gallery of Contemporary Art

#### Communications Assistant

JANUARY 2020 - AUGUST 2020

- Assist with all online content of the gallery: create content for all social media accounts, create a seasonal newsletter for all subscribers, follow up with analytics of posts and engagements, etc.
- In charge of the website: update information about the gallery and exhibitions and create visuals according to events.
- Assisting visitors: provide information about the exhibitions, artists, works, the gallery, etc.
- Plan and help coordinate exhibitions: coordinate artwork shipments, hotels, exhibition information, etc.
- Prepare visuals for exhibitions: pamphlets, informative tags, online visuals, cards, etc.

## EXHIBITIONS

This is My Story: Mental Health Art  
Exhibition, Orange Art Gallery, Ottawa,  
Canada - 2018

## LANGUAGES

- English: Fluent
- French: Fluent
- Arabic: Fluent

## SOFTWARE

- Adobe Suite: Fluent
- Microsoft: Fluent
- Google Suite: Fluent

## COLLECTIONS

- Private collections

### O.K. KIDS

APRIL 2018 - SEPTEMBER 2019

#### Professional Photographer

- Photograph and edit all new merchandise: plan and execute seasonal photoshoots, edit photos to be ready for website viewing.
- Update and maintain the website: upload visuals, create banners, make sure the website is user friendly, etc.

## EDUCATION

### Masters - Media Studies

2021 - 2023

Concordia University

### Graduate Diploma - Communication Studies

2020 - 2021

Concordia University

### Bachelors of Fine Arts - Photography

2016 - 2019

With distinction

Concordia University

## OTHERS

### Teacher's Assistant

FALL 2019

Vanier College

- Assist the professor with the course
- Help students with all questions: inform and explain any technical and theoretical questions about cameras and photography, help with editing software, etc.
- Create and execute extensive workshops: lighting, angles, and colour theory workshops for students.

### Communications Coordinator

JANUARY 2021 - JULY 2022

Lebanese Film Festival in Canada

- Coordinate social media calendar: create social media content, execute a social media calendar, keep track of analytics, etc.
- Update and maintain website: create texts and visuals for website.
- Coordinate red carpet events: coordinate volunteers, implement social media schedule, plan and coordinate Q&As with guests of honor, etc.
- Assist with screenings of films: coordinate with cinemas, prepare and translate synopsis, ensure film quality, etc.

## TRAINING AND CERTIFICATES

### Health and Safety on Construction Sites

2023

ASP Construction

### Digital Marketing Specialization

2024

University of Illinois