

Hanan Bashir Khaled

Citizenship : Lebanese ▪ Date of birth : 13 April, 1987

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Profile

Objective

I am seeking a challenging position within my field and experience, possibly with an international perspective in order to put to practice what I have learned and widen my knowledge and fulfil my potential by empowering my abilities.

Key Skills

Proficient or familiar with a vast array of skills, concepts and technologies, including:

MS office
Internet Tools
Illustrator
Photoshop
Different backend and
backoffice systems

Education

- | | |
|---------------------|---|
| 2010 to 2011 | Diploma in Translation
Beirut Arab University, Beirut, Lebanon |
| 2005 to 2008 | Journalism – Media and Documentation Faculty
Lebanese University, Beirut, Lebanon |
| 2004 to 2005 | Lebanese Baccalaureate in Socio-Economics
Khaled Bin Al-Walid – Al Makassed , Beirut, Lebanon |

Certificates

- | | |
|---|------------------|
| ❖ Women in News - Media Management Program
WAN-IFRA , World Association of Newspapers and News Publishers | May 2017 |
| ❖ Women in News – Editorial leadership program
WAN-IFRA , World Association of Newspapers and News Publishers | June 2016 |

Work Experience

Al Makassed Philanthropic Islamic Association: Beirut, Lebanon
PR and Marketing Department
Communication Officer

Full-time
February 2018- present

- Overseeing the official social media pages such as Facebook, and Instagram and update them whenever needed.
- Produce content that match Makassed's content strategy.

- Maintain the organization's website.
- Write and/or edit presentations, press releases, newsletters, articles, leaflets, 'in-house' journals, reports and publicity brochures.
- Attend Makassed events when needed in order to update the social media pages and develop stories for Makassed newsletter "Makasseduna."
- Assist in the implementation of the communication strategy for the NGO.
- Attend meetings with the director and keep track of all meeting minutes.
- Perform other tasks as requested by the direct supervisor when needed

Roofwrite: Beirut, Lebanon
Freelance Translator

Part-time
October 2017 – present

- Translating Arabic to English texts and vice-versa from various fields, including PR events, dietitian, speeches, Social Media posts and many others.

The American University of Beirut: Beirut, Lebanon
Global Health Institute
Communication Officer

Consultant
August – September 2017

- Dealing with press releases
- Social Media platforms
- Communication strategy for the Institution
- Newsletter
- Developing new website
- Updating the current website
- Working with program coordinators on solid content
- Branding

The Daily Star: Beirut, Lebanon
Online Editor

Full-time
October 2016 to July 2017

- Manage online stories
- Supervise the online team
- Follow up on published stories and edit them
- Social media administrator (Twitter, Facebook, LinkedIn)
- Make sure that the online team is meeting the editorial policy of the organization.

English News Desk Writer, Reporter

June 2015 to July 2017

- Writing up news articles, breaking news, media pick-ups and stringer copy.
- Working with sources and contacts to produce original stories, features and analysis pieces.
- Help with international wires coverage and social media.

Naharnet : Beirut, Lebanon
English News Desk Editor

Full-time
March 2011 to June 2015

- Writing and editing news received by international news agency and Lebanese local newswires
- Translating Arabic news stories to English language
- Sending and editing sms to subscribers across the region
- Live coverage of local press conferences
- Following up breaking news across the world
- Daily press digest

Middle East Airlines : Beirut, Lebanon
MEAG (Middle East Ground Handling Services)

Full-time
October 2010 to February 2011

- Passengers services
- Dealing with different kinds of passengers mainly departing from Lebanon
- Helping passengers to attain their boarding tickets
- Flights services
- Departure and arrival gates

Elaph online newspaper: Beirut, Lebanon
Arabic News Desk Editor

Full-time
September 2008 to September 2010

- Desk editor for a daily online newspaper
- Insure the whole newspaper is functioning as required
- Dealing with different sections in the newspaper and working on main headlines
- Deal with the crucial worldwide political issues
- Coming up with headlines for reports
- Editing reports received from news agencies
- Editing reports received by the newspaper's reporters
- Translating foreign reports mostly focusing on the ME vital issues, how the foreign media dealt with them, and other field reports technology, environment etc...
- Write political and entertainment stories

Ayna Corporation: Beirut, Lebanon
Freelance writer, Pulse online magazine

Part-time
April 2008 – December 2009

- Write about different field reports from technology to community, in two languages Arabic and English

Al-Balad Newspaper: Beirut, Lebanon
Writer, Reporter

Internship
July 2007 – October 2007

- Writing reports (Arab World – National)
- News editing
- Editing news received from wires around the globe

Al-Liwaa Newspaper: Beirut, Lebanon

Internship (Summer 2006)

- Human Resources department

Freelance Translator

- Business articles
- Jewelry magazines
- Environment
- Technology
- Politics
- Different fields

Volunteering

Nasma Learning and Resources Center: Beirut Lebanon

July 2007 – September 2009

- ❖ Volunteer
- ❖ Member of the Volunteers Committee
- ❖ Dealing with kids enrolled at the summer camps in the center
- ❖ Preparing activities for the kids
- ❖ Supervising kids during field trips, in the center and during leisure activities

Languages

Arabic (native)

English (fluent)

French – Berlitz
Language Center (**July -
Present**)

Activities and Interests

Reading, writing, other

References are available upon request.