

MANAGER OF PUBLIC RELATIONS AND COMMUNICATION

Summary

Creative thinker, who is not afraid to work outside her comfort zone. Motivated team player, results orientated with a focus on achievement. Seeking to develop her career and is currently looking for a suitable position with an organization that values diversity and hard work. Areas of Expertise: project management Administration and Management Conflict management Youth programming Critical Thinking Spotting opportunities and identifying threats Personal Skills: Judgment and Decision Making Team Player Social Perceptiveness Active learner Adapt to working in diverse environment

Highlights

- Program management
- Administration
- Conflict management
- Youth programming
- Collaborative manager
- Analytical thinker
- Spotting opportunities and identifying threats
- Team Player
- Adapt to working in diverse and environment

Experience

Manager of Public Relations and Communication Nov 2013 to Jan 2015

Company Name 1/4 City , State

- Led the development and implementation of overall Public Relations Strategies
- Developed proactive relationships with government, the media and other stakeholders.
- Managed the organization of Group VIP visits and arranged meetings requested with authorities including President's Office, Prime Minister's Office as well as Ministry of Oil and Minerals and Attend Group VIP meetings.
- Managed and supervised the content of the Company's website
- Supervised the establishment of advertising and publicity materials in stands/exhibits required in the Company's participation in relevant conferences
- Integrated Public Relations activities into overall promotional campaigns to support the Company's objectives and collaborate with other cross-functional divisions/departments for this end. Established positive professional ties with Public Relations personnel in shareholder companies to ensure consistency and alignment of PR messages and initiatives.

Team Leader Democracy and Governance Jan 2010 to Jan 2013

Company Name 1/4 City , State

- Served as a democracy expert tracking all levels of policy, technical, developments, legislative and legal changes in the democracy and governance arenas affecting USAID's activities and objectives in Yemen.
- Advised the USAID management team on projects developments and possible programmatic impact.
- Drafted concept papers, designed documents, project papers, terms of reference and other relevant documents for proposed new activities.
- Provided input and analysis towards the development of the USAID Yemen overall democracy and governance sectoral strategy.
- Oversaw and managed US government investments in DG and monitored and evaluated implementation against contractual obligations.
- Areas of work include gender equality, anti-corruption, elections, parliament, civil society, peaceful conflict mitigation, and youth civic engagement.
- Assisted in the design of the USAID's "Yemen Stability Initiative" aimed at tackling root cause of violent conflicts in the tribal areas through provision of economic opportunities for youth, vocational training, and peaceful conflict mitigation skills and tools.
- Worked closely with Key government offices including: Supreme National Authority for Combating Corruption, High Tender Board, Central Organization for Control and Audit, Ministry of Finance and Ministry of Planning among others, Parliament, Supreme Commission for Election and Referendum and Ministry of Local Administration.
- Managed key USAID projects with the following implementer: NDI, IFES, ADRA, Save the Children, MSI, UNDP and Partners for Democratic Change.
- Liaised with donors and embassies representatives to advance the Democratic reforms agenda for Yemen.

Public Affairs Specialist Dec 2000 to Nov 2002

Company Name 1/4 City , State

- Developed and implemented the Democracy Small Grants program which funded local non-state actors in Yemen in the areas of education, gender equity, youth, economic development and democracy.
- Organized and implemented cultural programs and provided follow up on all educational and cultural programs.
- Cultivated a solid network among public institutions and leaders in the civic sector around the country.
- Designed the capacity building training for NGOs in remote parts of Yemen.
- Supported the funding of key civic projects including: Children Parliament, NGOs Directory in Yemen, First Educational Yemeni Cartoon, Children Library, and Women Income Generation project and Youth Community Participation.
- Was awarded the Foreign Service National award of the Year 2003 for high achievement in the outreach to the civil society and positive outcome and impact of the program.

Child Project Officer May 1999 to Nov 2000

Company Name 1/4 City , State

- Served as Project Officer in the Community Based Rehabilitation and Inclusive Education project for children with disabilities.

- Managed program activities at rural areas and oversaw training and recruitment of local staff for the local rehabilitation offices in each area.
- Conducted surveys and evaluation of program impact and advised management of outcomes.
- Worked closely with donors to ensure synergy among on-going projects in the four targeted governorates.
- Liaised and coordinated with organization branches, Yemeni ministries, NGO representation and local and external consultants.

Education

M.A , Arts June 1996 Colorado State University 1/4 City , State Arts

Additional Information

- Awards Nov 2009 Youth Leaders Award, Save the Children, Sanaa Nov 2007 US Department of State, Swanee Hunt Award for Advancing Women's Role in Policy Formulation, Washington DC Nov 2006 US Department of State Superior Honor Award, Sanaa May 2006 US Department of State Meritorious Honor Award, Sanaa May 2005 US Department of State Certificate of Appreciation, Sanaa

Skills

advertising, concept, conferences, content, equity, Finance, functional, government, Grants, investments, legal, materials, meetings, Office, MSI, network, Oct, Oil, PDM, personnel, PR, Prime Minister, Programming, Project Design and Management, Public Relations, publicity, recruitment, Rehabilitation, strategy, Supervision, surveys, Tender, website