

Sara Ghandour



COMMUNICATION ACCOUNT EXECUTIVE



050 202 6095



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Native English, Basic Arabic



British National



Driver's License

EDUCATION

BACHELOR OF ARTS IN JOURNALISM,

Kingston University
England, United Kingdom
July 2017

SKILLS

- Social and Digital Marketing
- Media Management
- Interpersonal Skills
- Media Hosting
- Team Player
- Reporting Social Media Insights
- Proofreading Documents
- Time Management
- Microsoft: Word, Excel, PowerPoint
- Clear Communication
- Consistent Work
- Multitasking

PROFILE

A driven and positive-minded individual seeking job opportunities to further myself in the marketing industry. Confident in a fast-paced environment, I am a strong multitasker, with clear and concise communication skills.

WORK EXPERIENCE

COMMUNICATION ACCOUNT EXECUTIVE Dubai, U.A.E
Skelmore Hospitality Group / October 2018 – Present

- Responsible for on and offline marketing of 5 outlets
- Create social media calendars for all online platforms ex. Instagram, Facebook
- Design monthly newsletters to send to clients and in-house management
- Investigate competitor activations/competitor analysis
- Draft photographer briefs and supply photoshoot support
- Edit and proofread campaign collateral
- Assist with PR enquiries
- Assist with requests, media greetings, and chef collaborations.
- Research appropriate media influencers for potential collaborations

REGISTRATION COORDINATOR Dubai, U.A.E
Entourage / October – February 2018

- Responsible for registration of 3000+ participants for the World Government Summit 2018
- Lead team of 12 junior coordinators
- Coordinated and worked in unison with the Prime Minister's Office
- Delivered high caliber work under constant pressure
- Given clearance for sensitive data ex. high profile attendee details, schedule, personal documents, etc.
- Developed a strong team ethic & liaised with multiple departments

RADIO STATION CO-PRESENTER London, U.K.
Resonance FM / April 2016 – April 2017

- Created journalistic website to write about artists and musicians
- Prepared questions to ask on air & transcribed interviews
- Assisted with studio set up and soundboard
- Created a dummy magazine about the station
- Online portfolio: <https://saraghandour.journoportfolio.com>

INTERESTS

- HORSE BACK RIDING
- ROCK CLIMBING
- READING