

SAJEDAH AL-KHZALEH

STRATEGIC COMMUNICATIONS | EXECUTIVE COMMUNICATIONS | PROJECT MANAGEMENT

Chicago, IL | Open to relocation, including California

[LinkedIn](#) | [Portfolio](#)

PROFILE

Strategic communications and project management professional with experience spanning healthcare publishing, national and local media, executive-facing communications, organizational initiatives, and cross-functional operations. Currently supports communications for the Group Vice President and Publisher of JAMA Network at the American Medical Association, working closely with the Editor in Chief and stakeholders across publishing and editorial functions. Experienced in translating organizational priorities into employee-facing communications, coordinating leadership forums and high-visibility initiatives, developing communications strategies and resources, and managing projects across complex organizations. Brings a journalism background, strong editorial judgment, and a collaborative, solutions-oriented approach to stakeholder engagement, organizational storytelling, and program execution.

Executive & Leadership Communications | Strategic & Internal Communications | Communications Planning & Content Strategy | Cross-Functional Project Management | Stakeholder Relations & Alignment | Organizational Messaging | Leadership Presentations & Briefings | Employee Engagement & Culture | Events & Program Management | Editorial Strategy & Operations | Process Improvement & Documentation | Newsletter & Digital Content Strategy | Change & Initiative Communications | SharePoint & Knowledge Management | Community Engagement

PROFESSIONAL EXPERIENCE

COMMUNICATIONS SPECIALIST II | AMERICAN MEDICAL ASSOCIATION (AMA) | APRIL 2025–PRESENT

Support executive-facing communications, internal engagement, and cross-functional initiatives within JAMA Network Publishing Business Operations, partnering with the Group Vice President and Publisher, Editor in Chief, and stakeholders across publishing and editorial functions.

- **Executive & Leadership Communications:** Support communications and strategic initiatives for the Group Vice President and Publisher of JAMA Network, coordinating leadership messaging, organizational updates, presentations, and employee-facing communications.
- **Strategic Internal Communications:** Translate organizational priorities, business updates, and publishing initiatives into clear, audience-focused communications that support alignment and understanding across teams.
- **Communications Strategy & Planning:** Develop and maintain editorial calendars, content-gathering processes, and communications plans for recurring employee communications, leadership updates, and organizational initiatives.
- **Organizational Forums & Events:** Coordinate approximately 12 annual all-staff meetings and employee forums, managing agendas, speaker engagement, presentations, run-of-show documents, technology logistics, invitations, and follow-up communications.
- **Executive & Stakeholder Coordination:** Collaborate with senior leaders and cross-functional stakeholders to gather information, align messaging, coordinate deliverables, and support the execution of publishing priorities and organizational initiatives.
- **Project & Program Management:** Coordinate workstreams and deliverables for cross-functional publishing projects, technology initiatives, workflow changes, and organizational programs, helping manage timelines, dependencies, communications, and follow-through.
- **Employee Communications & Engagement:** Develop and manage a monthly publishing newsletter and other employee-facing content, supporting consistent information sharing, team connection, and awareness of organizational priorities.
- **Process Improvement & Knowledge Management:** Develop SOPs, presentations, process documentation, and resource guides; maintain SharePoint resources and improve content organization, navigation, and accessibility.
- **Organizational Research & Reporting:** Analyze employee feedback and organizational information to support presentations, communications planning, and internal discussions about employee experience and business priorities.

CONTENT PARTNERSHIPS SPECIALIST | SCRIPPS NEWS | MARCH 2020 – DEC 2024

Coordinated national content partnerships, complex editorial projects, live broadcast operations, and distribution initiatives across a 61-station television network, including Court TV.

- **Cross-Functional Project Management:** Managed 50+ collaborative projects involving editorial, production, technology, distribution, and external partners, coordinating deliverables and moving initiatives from planning through execution.
- **National Network Coordination:** Served as a central point of contact between national teams, local newsrooms, and external organizations, facilitating communications, resource sharing, and collaboration across a distributed network.
- **High-Visibility Event Operations:** Coordinated logistics, communications, scheduling, and stakeholder needs for 100+ live broadcasts annually, balancing competing priorities and time-sensitive deliverables.
- **Strategic Stakeholder Relations:** Built and maintained relationships with internal leaders, station partners, external organizations, and media contacts to facilitate collaboration, align coverage needs, and advance shared initiatives.
- **Special Projects & Executive-Level Coverage:** Supported high-profile national news coverage and major cultural events, coordinating editorial resources, stakeholder communications, production logistics, and distribution.

- **Breaking News & Rapid Response:** Coordinated complex, multi-week investigative and breaking-news content initiatives, including extensive national coverage of the Vallow Daybell case, adapting plans and workflows as priorities evolved.
- **Health Communications & Content Partnerships:** Supported external health journalism partnerships and coordinated the distribution of approximately 100 health-related video segments annually, helping extend the reach of health-focused content.
- **Editorial Operations & Process Coordination:** Managed fast-paced workflows involving content scheduling, rights, video transmission, production logistics, and distribution, resolving issues and maintaining coordination across teams.
- **Operational Problem-Solving:** Connected editorial, production, technology, and business stakeholders to troubleshoot issues, clarify requirements, and maintain continuity under tight deadlines.

FIELD PRODUCER & ASSIGNMENT EDITOR | WBBM-TV | JAN 2018 – MARCH 2020

Managed newsroom assignments, field production, breaking-news coordination, and editorial workflows in a high-volume local television news environment.

- **Newsroom Operations & Coordination:** Managed daily assignments, coverage plans, deadlines, and resources while coordinating reporters, photographers, producers, and newsroom leadership.
- **Rapid Response & Editorial Judgment:** Assessed developing stories, adapted coverage plans, and made time-sensitive decisions while balancing multiple assignments and changing priorities.
- **Field Production & Logistics:** Coordinated field coverage for breaking news, press conferences, government events, and community stories, managing logistics and communication among newsroom and field teams.
- **Stakeholder & Source Relations:** Cultivated relationships with public officials, government agencies, community organizations, and other sources to obtain information and facilitate coverage.
- **Editorial Content Development:** Researched, developed, and produced news content from initial assignment through publication and broadcast.
- **Multilingual Reporting:** Translated Arabic-language interviews and source material into English to support reporting and newsroom coverage.

COMMUNITY & INDUSTRY LEADERSHIP

CO-CHAIR | UNIDOS EMPLOYEE RESOURCE GROUP | AMERICAN MEDICAL ASSOCIATION | MAY 2025–PRESENT

- **Program Strategy & Development:** Collaborate with employees and organizational stakeholders to develop educational programming, community initiatives, surveys, and employee engagement opportunities.
- **Communications & Event Leadership:** Coordinate promotional communications, event logistics, speaker participation, and outreach to support employee programming and participation.
- **Cross-Functional Collaboration:** Partner with other employee resource groups and internal stakeholders to develop programming centered on identity, belonging, inclusion, and workplace culture.

ORGANIZER | VIDEO CONSORTIUM CHICAGO | JAN 2025–PRESENT

- **Community & Program Development:** Support community events and professional development opportunities for nonfiction filmmakers, video journalists, and media professionals.
- **Industry Engagement & Outreach:** Help cultivate relationships across the creative and journalism communities to strengthen professional connections, collaboration, and participation.

EDUCATION

Bachelor of Arts, Multimedia Journalism | Loyola University Chicago

TECHNOLOGIES

Digital & Creative: Canva, Adobe Creative Cloud, Adobe Premiere Pro, Adobe Acrobat

Digital Platforms: SharePoint, social media platforms, digital communications and newsletter platforms, Google Forms

Project & Collaboration: Asana, Monday.com, Microsoft Teams, Slack, Google Workspace

Microsoft Office: Excel, PowerPoint, Outlook, Word

LANGUAGES

English — Fluent | Arabic — Conversational/Proficient | Spanish — Conversational