

SAJEDAH AL-KHZALEH

COMMUNICATIONS | PROJECT MANAGEMENT | CONTENT & COMMUNITY ENGAGEMENT

Chicago, IL | Open to relocation, including California

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

PROFILE

Communications and project management professional with experience spanning healthcare publishing, national and local media, editorial operations, stakeholder engagement, events, and cross-functional project coordination. Currently supporting JAMA Network Publishing Business Operations at the American Medical Association, where I lead internal communications, coordinate organizational programs and events, develop resources and processes, and support projects across multiple publishing functions. Former national news and media professional with experience coordinating content partnerships, live broadcasts, editorial workflows, and high-priority coverage across a 61-station network. Brings an editorial storyteller's perspective to strategic communications, project execution, content strategy, and cross-functional collaboration.

Strategic & Internal Communications | Project Coordination & Management | Editorial & Content Strategy | Stakeholder Engagement | Event & Program Coordination | Internal Events & Employee Engagement | Cross-Functional Collaboration | Process Improvement | Documentation & SOPs | Digital Content | Newsletter Strategy | Editorial Operations | Media & Communications | Community Engagement | Presentation Development | SharePoint & Resource Management

PROFESSIONAL EXPERIENCE

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

Lead internal communications, operations, and project initiatives across JAMA Network Publishing, serving as a cross-functional partner to teams across Editorial, Production, Sales, Product Solutions, and other publishing functions.

- **Internal Communications:** Lead communications for JAMA Network Publishing Business Operations, translating organizational priorities, initiatives, and updates into clear, audience-focused communications.
- **Newsletter Strategy:** Develop and manage a recurring communications program that includes monthly newsletters, all-staff forums, publisher communications, announcements, and other employee-facing content.
- **Content Planning:** Produce and coordinate monthly newsletters while developing an annual content calendar, editorial prompts, and processes that improve consistency, engagement, and cross-team contributions.
- **Event Coordination:** Coordinate approximately 12 annual all-staff and employee forums, managing agendas, speaker coordination, presentations, technology logistics, communications, and follow-up.
- **Project Coordination:** Support cross-functional projects involving publishing operations, technology, product initiatives, workflow changes, and organizational communications.
- **Process Improvement:** Develop SOPs, process documentation, project materials, presentations, and resource guides that improve clarity, consistency, and operational efficiency.
- **SharePoint Management:** Manage and organize resources across multiple SharePoint sites, supporting content governance, quarterly cleanup, navigation, and information accessibility.
- **Stakeholder Engagement:** Partner with stakeholders to gather information, clarify requirements, coordinate timelines, identify dependencies, and move projects from planning through execution.
- **Program Support:** Contribute to organizational events, employee engagement initiatives, and cross-functional publishing programs.

CONTENT PARTNERSHIPS SPECIALIST | SCRIPPS NEWS | 2020 – 2024

Coordinated national content partnerships, editorial projects, live broadcasts, and distribution initiatives across a large network of local television stations and external partners.

- **Network Coordination:** Coordinated content and partnership initiatives across 61 local television stations, including Court TV, serving as a central point of contact between national teams, local newsrooms, and external partners.
- **Project Management:** Managed 50+ collaborative projects involving editorial, production, communications, and distribution stakeholders from planning through execution.
- **Live Event Operations:** Coordinated logistics and communications for 100+ live broadcasts annually, balancing competing deadlines, resources, technical requirements, and stakeholder needs.
- **Stakeholder Relations:** Built and maintained relationships with internal teams, station partners, external organizations, and media contacts to facilitate content sharing, coverage opportunities, and collaborative projects.
- **Special Projects & Coverage:** Supported high-profile national coverage and special events, coordinating stakeholders, content, logistics, and distribution for major news and cultural events.
- **Breaking News Coordination:** Coordinated large-scale breaking-news and investigative content initiatives, including a multi-week national content effort surrounding the Vallow Daybell case.
- **Health Content Partnerships:** Supported health journalism partnerships and distribution initiatives, coordinating approximately 100 health-related video segments annually through external content relationships.

- **Editorial Operations:** Managed fast-moving editorial workflows involving video, live transmission, scheduling, rights, communications, and distribution.
- **Cross-Functional Collaboration:** Connected editorial, production, technology, and business stakeholders, troubleshooting issues and keeping projects moving under tight deadlines.

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

Coordinated breaking-news coverage, field production, assignments, and newsroom operations in a high-volume local television environment.

- **Newsroom Operations:** Managed daily assignments, coverage plans, breaking-news operations, deadlines, resources, and communications across reporters, photographers, producers, and newsroom leadership.
- **Field Production:** Coordinated field logistics and coverage for breaking news, press conferences, government events, community stories, and other high-priority assignments.
- **Source Relations:** Built relationships with public officials, community organizations, law enforcement, government agencies, and other news sources to facilitate coverage and obtain timely information.
- **Content Production:** Produced and coordinated video and editorial content from initial assignment through publication and broadcast.
- **Multilingual Reporting:** Translated Arabic-language interviews and information into English to support newsroom coverage.
- **Rapid Response:** Made real-time editorial and operational decisions while balancing multiple simultaneous assignments, shifting priorities, and tight deadlines.

COMMUNITY & INDUSTRY LEADERSHIP

CO-CHAIR | UNIDOS EMPLOYEE RESOURCE GROUP | AMERICAN MEDICAL ASSOCIATION

- **Program Development:** Collaborate with employees and organizational stakeholders to develop community-focused events, communications, surveys, outreach initiatives, and educational programming.
- **Event & Outreach Coordination:** Coordinate communications, logistics, stakeholder participation, and promotional efforts for employee programming.
- **Cross-ERG Collaboration:** Partner with internal organizations and employee groups to develop programming centered on community, identity, inclusion, and employee engagement.

ORGANIZER | VIDEO CONSORTIUM — CHICAGO CHAPTER | VOLUNTEER

Support the Chicago chapter of Video Consortium, a community organization connecting and supporting nonfiction filmmakers and video journalists through community building, professional development, and production.

- **Community Building:** Coordinate and support community events and professional development opportunities for nonfiction filmmakers and video journalists.
- **Industry Engagement:** Help cultivate relationships among filmmakers, journalists, media professionals, and creative community members while supporting outreach and engagement efforts.

EDUCATION

B.A. 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