

SAJEDAH AL-KHZALEH

COMMUNICATIONS LEADER & PROJECT MANAGER

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PROFILE

Communications and project management professional with a journalism background, skilled in developing impactful strategies and optimizing operational efficiency across diverse projects. Experienced in strategic messaging, cross-functional collaboration, and content development. A results-driven leader adept at managing complex projects, aligning teams, and delivering high-quality results on time.

Communications Strategy | Project Management | Process Improvement | Stakeholder Engagement | Cross-functional Collaboration | Brand Management | Digital & Social Media Strategy | Crisis Communication | Content Development | Project Roadmap Coordination | Workflow Optimization | Data Analysis & Reporting

PROFESSIONAL EXPERIENCE

CONTENT PARTNERSHIPS SPECIALIST | SCRIPPS NEWS | MARCH 2020 – NOV. 2024

- Facilitated continuous exchange of resources, content, and ideas with a network of 61 television stations, Court TV, and various external partners, fostering stronger relationships and expanding content reach.
- Developed and implemented comprehensive content strategies to drive live news coverage, delivering over 100 live broadcasts annually and managing 50+ collaborative projects, ensuring successful execution within tight deadlines and fostering positive outcomes for all stakeholders.
- Led cross-functional teams of production, editorial, and social media professionals to execute high-profile, cross-platform campaigns, reinforcing Scripps News as a leading and trusted news network.
- Coordinated project roadmaps, prioritized tasks, and tracked deliverables using tools like Asana and Trello, meeting tight deadlines for national and local broadcasts.
- Streamlined communication between teams, ensuring social media and production efforts aligned to optimize content delivery pipelines.

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

- Oversaw assignment planning and daily operations in a fast-paced newsroom, coordinating breaking news stories and optimizing production schedules.
- Managed the logistics of live news coverage, ensuring timely and efficient production across digital, social, and broadcast platforms.

REPORTER | CITY BUREAU | JAN. 2018 – DEC. 2018

- Researched, pitched, and produced stories on civic issues, focusing on social justice and underserved communities.
- Mentored students in newswriting and reporting, facilitating workshops and using tools to achieve program goals.

VOLUNTEER

- **The Moth | Present** – Coordinate event logistics, assisting with speaker preparation and audience engagement for live shows featured on 500+ radio stations nationwide.
- **Advocate Children's Hospital | Present** – Support patient services and communications, enhancing family experiences through clear information sharing and resource coordination.

AWARDS & RECOGNITIONS

- **Diversity Leader | Scripps News** – Recognized for inclusive storytelling and amplifying underrepresented voices.
- **College Emmy Award Winner | National Academy of Television Arts & Sciences** – Produced a documentary on individuals with Down Syndrome, raising awareness and engaging 500+ attendees at its premiere.

LANGUAGES

English (Fluent), Arabic (Proficient), Spanish (Conversational)

EDUCATION

Bachelor of Arts, Multimedia Journalism — Loyola University Chicago

TECHNOLOGIES

Project Management: Asana, Trello, Monday.com, Signup.com, Slack

Data & Productivity: Microsoft Office Suite, Google Workspace

Creative Tools: Canva, Adobe Creative Cloud (Premiere Pro, Acrobat)

Social Media: TikTok, Facebook, Instagram, X (formerly known as Twitter)