# Sana Ashraf Hamed

Bilingual Content and Media Specialist

+971 56 974 5820 sana14ashraf@gmail.com

I am a bilingual content and media specialist who finds joy in writing, editing, translating, and actively learning.

### **Work Experience**

# **Content Specialist (English & Arabic)**

<u>Algorythma</u> (a subsidiary of <u>ADFG</u>: Abu Dhabi Financial Group) – Abu Dhabi

- Writing marketing and PR content for 9 clients; Krypto Labs, Saal.ai, Laboxatory, Curio, Abjadiyat, Maisonette, Investera, Swan, Algorythma, and previously Alef Education, whose industries span across AI, retail, space sciences, finance, real estate, healthcare, education, and more.
- Writing press releases, articles, and ghostwriting interviews published in newspapers and magazines such as WAM, Gulf News, Khaleej Times, CEO Middle East, Al Bayan, Zawya, Al Khaleej, etc.
- Securing Arabic and English media coverage for events, press conferences, and news.
- Writing SEO-optimized blog articles, web content, speeches for major conferences and events, opinion pieces, video scripts, emailers, formal invitation letters to government entities, flyers, brochures, presentations, Google ads, and relevant offline/digital marketing content.
- Regularly **researching** the latest insights to write content that positions our clients as thought leaders in their industries.
- Previously writing, and currently assisting with social media calendars for all clients.

# <sup>2018</sup> Bilingual Copywriter (English & Arabic)

#### Bruce Clay – Dubai

- Translated and proofread social media posts for Smart Dubai and Toshiba across platforms.
- Wrote and translated digital content for **Dubai Tourism** (DTCM).
- Wrote long blog articles, conducted SEO research, and translated content for Johson&Johnson's accounts; Neutrogena, Johnson's Baby, Johnson's Adult, Aveeno, Carefree, Desitin, and Listerine.
- Wrote web content, blog articles and translated digital content for more clients including;
  DAMAC Properties, Sharaf DG, McDonalds Arabia (Saudi), Al Rawabi, The First Group, Nayomi, LG and more.

# <sup>2017</sup> Creative Copywriter (English & Arabic)

### Herald Land & Oxford Property Investments – Dubai

- Wrote content regularly; email campaigns, brochures, fact sheets, quarterly newsletters, Google ads, exhibition stands, subtitles, and blogs.
- Supported with video-editing for company events.
- Proofread and translated all content from English to Arabic and vice-versa.
- Main achievements: wrote the company's slogan and was promoted after 3 months of joining.

# **Linguistics Research Assistant**

### University of Sharjah – Sharjah

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- Researched second language learning and language functions for second-language English speakers.
- The main project was compiling a dictionary available in Arabic and English.
- Translated research into Arabic while assisting in academic research papers.

### **Freelance Social Media Executive**

### Mojo Group, Eye on Earth summit – Abu Dhabi

• Worked with the Mojo Group's social media team to live-tweet the 3-day international Eye on Earth summit through the summit's official twitter account – covering the event in real-time.

### Nov 2018 – Present

### Apr 2018 – Nov 2018

### Oct 2015 – Jun 2017

Oct 2017 – Apr 2018

#### Oct 2015

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### 5 Columnist

#### TEMPO Magazine – Abu Dhabi

• Wrote monthly book reviews and book recommendations in my column titled Talking Books.

As a university student, I interned as a content contributor and journalist for <u>Abu Dhabi World</u> magazine for 2 months – and wrote 4 independent pages and 1 cover feature.

I also worked as an English teacher intern for 4 months in Sharjah while pursuing my bachelor's degree, teaching grammar and reading to 6th-grade second-language students.

#### **Bachelor of Arts – English Literature and Translation**

University of Sharjah, UAE CGPA: 3.56 Completed a 4-year university course in only 3 years while maintaining a high GPA

#### IGCSE – AS Level – British System

Al Nahda National School, Abu Dhabi, UAE

#### Languages

Arabic — Native English — First Language

# **Extra-Curricular Achievements**

#### Participating Internationally in Model United Nations - 9 conferences, 5 cities

I've traveled to Europe for Harvard MUN, Asia for NUST MUN and across the UAE, from AUS to Paris-Sorbonne, meeting UN diplomats and ministers, all through Model United Nations – and joined 9 conferences in 5 cities within 5 years, as a delegate, a chair, and an Under-Secretary-General.

#### **Winning National Creative Writing Competitions**

Passionate about writing, I won many poetry competitions at university by regularly performing on stage and published creative pieces in university magazines. I also won the Sharjah International Book Fair report writing competition in 2016.

#### Peer Health Educator with UNICEF – 2 years & 7 months

I was one of the handful of university students to work under the **UNICEF HIV/AIDS awareness campaign across the UAE** for a period of 2 years and 7 months from 2014 to 2017. Throughout, we attended several workshops and received training by UNICEF and the **World Bank**. As a team, we organized various events (such as tournaments, seminars, and competitions), and my role was mainly to write briefs of these events for the media to publish in Arabic.

### How did these extra-curricular activities help shape me?

They all taught me the importance of teamwork to achieve a common goal – whether it be to raise awareness with UNICEF, win at sports competitions (in volleyball and badminton teams over 10 years), perform poetry in front of a large audience or organize an international MUN conference. These experiences honed my skills at working independently and in a team.

My hobbies include reading, writing, editing videos, and lastly, attending informative public lectures on the arts and sciences. You can find my creative writing blog at this <u>link</u>.

Jan 2015 – Mar 2017

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2015