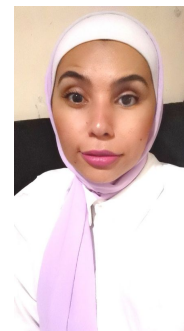


JIHAN KHALED ALASSAD

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12/10/1994

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OBJECTIVE

Graduate of administration and policy with proven skills in communications, travel planning, email management, coordination and team leadership, looking for a job as an administrative assistant and communication manager to enhance organizational and research skills to support internal and external communications.

EDUCATION

- **LEBANESE UNIVERSITY** **2017-2020**
Political and administrative sciences (Bachelor degree)
- **ALISON** **2020**
Human Resources
Diploma

EXPERIENCE

- **Nuwat Association** **2022 - Present**
Volunteer-Remotely
 - Write articles on the rights of Palestinian youth in all camps.
 - Attend meetings and contribute to the coordination of ideas for young people defending the rights of refugees
- **Private Tutoring** **2014 - Present**
 - Teaching and tutoring young children from the age of 10 to 15.
 - Assisting them with their school modules and homework, in subjects including(English, Arabic, science)
- **Hamzet Wasel** **2019 - 2022**
Communication Officer
 - Communicate with associations and entities about opportunities, calls and invitations.
 - Weekly team meetings.
 - Send Emails and receive them.
 - Communication with participants in the civil operator project for Hamzet Wasel.
 - Enter the data of the participants in the Excel table.
 - Follow up and evaluate.
 - Coordination and document Zoom, Google meet sessions.
 - supporting the process of preparing the Civil society Guide.
- **Hamzet Wasel** **2019 - 2022**
Content creative
 - Preparing work and publishing monthly plans.
 - Follow up on the latest updates within Facebook to work on including them in the work plans.
 - Weekly team meeting.
 - Searching for sources of calls, opportunities, Scholarships, Books, Guides..Publishing
 - within Rawabet website and facebook Pages (6 or 7 posts per day), Follow-up and
 - management of comments and messages on Rawabet website and social media pages.
 - Follow-up and management of comments and messages on Rawabet website.
- **Hamzet Wasel** **2019 - 2022**
administrative Assistant
 - Answer and direct phone calls
 - Organize and schedule appointments
 - Plan meetings and take detailed minutes
 - Write and distribute email, correspondence memos, letters, faxes and forms
 - Assist in the preparation of regularly scheduled reports
 - Develop and maintain a filing system

- Update and maintain office policies and procedures
- Order office supplies and research new deals and suppliers
- Maintain contact lists
- Book travel arrangements
- Submit and reconcile expense reports
- Provide general support to visitors
- Act as the point of contact for internal and external clients
- Liaise with executive and senior administrative assistants to handle requests and queries from senior managers
- **Chayyek platform** **09/2021 - 07/2022**
Fact Checker
 - Confirming details with a source without watering down, or altering, the story itself.
 - Correcting copy: This can include spelling, grammar, and punctuation errors.
 - Confirm historical information: The dates of events that happened decades ago are as important as those of current events.
 - Confirm data: This might include the quoted results of studies and surveys.
 - Confirm identities: The names, addresses, and identities of quoted sources must be confirmed, including ascertaining that they really said or implied information that's being attributed to them without alarming them, potentially making them retract their quotes.
 - Correcting the news and sending it for design and publication.
- **Syrian Centre for Media and Freedom Of Expression** **21/09/2021 - 04/04/2022**
Documented
 - Documenting violations with Syrians.
 - Unloading and auditing certificates.
 - Writing the monthly report on Lebanon, which covers all sectors related to Syrians.
 - Attending monthly and weekly meetings and adhering to the action plan.
- **UN-Aligned** **08/11/2021 - 16/01/2022**
Writer
 - Monthly follow-up of events and facts and selection of what requires writing about.
 - Weekly meetings with the responsible manager.
 - Write full essays in English about camps and refugees in Lebanon.
- **Beauty Centre** **2019 - 2020**
Secretary
 - Answer phone calls and redirect them when necessary.
 - Manage the daily/weekly/monthly agenda and arrange new meetings and appointments.
 - Prepare and disseminate correspondence, memos and forms.
 - File and update contact information of employees, customers, suppliers and external partners.
 - Support and facilitate the completion of regular reports.
 - Develop and maintain a filing system.
 - Check frequently the levels of office supplies and place appropriate orders.
 - Make travel arrangements.
 - Document expenses and hand in reports.
 - Undertake occasional receptionist duties.
- **Dana Foundation for Curtains and Fabrics** **2015 - 2017**
Sales assistant
 - Maintain customer satisfaction through superior service
 - Maintain a clean store and ensure that merchandise is presented in an appealing manner
 - Receive and unload new shipments
 - Keep shelves fully stocked with merchandise
 - Stay up to date with merchandise, especially new products
 - Determine customers needs and wants and suggest and display these items
 - Adhere to company guidelines and procedures
 - Welcome and engage in conversation with customers, help them as needed
- **Alsharq Library** **2014 - 2015**
Librarian
 - Overseas the library to ensure cleanliness, order, and protection of the library's resources.
 - Develop and Organize library inventory (with books, collections, periodicals, multimedia).

- Conduct regular checks and updates on database information.
- Help patrons research reading materials and references.
- Answer patrons' questions via phone or email.
- Publish and update content on the library's website(book summaries,reviews,blog).
- Research and implement new information system techniques.
- Organize activities and promotional events(children's storytelling,author readings,book sales).
- Manage library budgeting and billing for new equipment.
- Supervise library assistants and other staff.

TRAINING COURSES

- **Teach English Now - Foundational Principles**
Online course from Arizona State University
- **Effective Problem - Solving And Decision Making**
Online course from UCI Division Of Continuing Education
- **Trainee at the political Academy for Nonviolent Change - Hamzat Wasel**
In Lebanon from Terre Des Hommes Italy
- **Computer and English Language training at NRC**
In Lebanon from Norwegian Refugee Council
- **Maharat Min Google Advanced Digital Marketing Course In Partnership With Niuversity**
Online course
- **Maharat Min Google Advanced Digital Marketing Course In Partnership With Niuversity**
Online course
- **Trainee at the political Academy for Nonviolent Change - Hamzat Wasel**
Training on policy systems and An introduction to the science of politics, justice and nonviolence.
- **Diploma Human Resource (HR)**
Online diploma from Alison
- **Modern Human Resources Management - Training and Induction**
Online course from Alison
- **Entrepreneurship Training**
With Nawaya Network and part of UNICEF'S Generation of Innovation Leaders Programme (GIL)
- **International Criminal Law and Procedure**
Online course from Inter-University Programme on International Criminal Law and Procedure.
- **Vision of the Press 2021**
Online training workshop organized by St. Joseph's University in Beirut
- **SOCHUM Commite of Chitwan Models United Nations**
In January 15, 16 & 17, 2021, By Youth Thinkers Society-Chitwan
- **Media education and the fight against hate speech**
By DIYARONA Association in, 5,6 February 2021
- **Setting up a social tonic And a life skills coach.**
By DIYARONA Association in, 14,15 February 2021
- **Media culture to fight hate speech**
From 30 June to 31 December 2021
- **Cyber Security Training**
From 8-9 October 2022 With Fe-Male organisation.

VOLUNTARY WORK

- Political Encyclopedia - Submitting e-books via its own website-Now
- The Syrian women's lobby by educating women on and combating violence. - 2021
- Shelid organisation - Filling out the form for Syrian refugees in Lebanon 2019 - 2020
- Kayany Foundation - Support for refugee children 2016 to 2018
- UNHCR Lebanon

SKILLS

- Problem Solving Skills
- Critical Thinking Skills
- Organization Skills
- Emotional Intelligence
- Teamwork
- Marketing
- Social media platforms

COMPUTER SKILLS

- Google Drive
- MS Office
- Email
- Team collaboration

ACHIEVEMENTS & AWARDS

- Dafi Scholarship for Refugees in Lebanon from 2017 to 2020.
- Among the top nine to receive the Global Education Support Award for the Refugee Community – UK

INTERESTS

- Volunteering and Community involvement, clubs and organisations.
- Writing
- Learning languages
- Sports
- Podcasting
- Participating in campaigns

LANGUAGE

- Arabic
- English

REFERENCE

- **References available upon request.**