

WORK EXPERIENCE

SENIOR PUBLIC RELATIONS OFFICER

05/2016 - PRESENT

- Boston, MA
- Working closely with colleagues in the Nations and Regions to raise awareness of the Charity’s funding across the UK
 - Distribute daily activities amongst all PRO’s and track daily progress of applications to ensure completion
 - Local (Internal): HR, Facilities & Services, Retail Back Office, Retail Stores, Finance & Marketing, All Employees
 - Local (External): Government Authorities, Tourism Agencies
 - Maintain good working relationships with government, immigration and Owing Company representatives to have efficient and timely flow of work
 - Secure all visa permits, licenses and government administration on time as stipulated by Law to avoid any fines etc
 - Use financial resources of the company in a careful and judicious manner through online and cash payments
 - Prepare periodic reports as per policy to justify use of hotel resources

PUBLIC RELATIONS OFFICER

03/2010 - 02/2016

- Philadelphia, PA
- Holding a valid Qatari driver's license
 - Internal: Facility Managers and Supervisors
 - External: Various Government Agencies, Departments and other Local Companies
 - Follow up daily with Supervisor on the progress made on various assignments
 - Ensure that all relevant documents are submitted periodically to the immigration / Labour office with regard to cancelled / absconding employees in order to be deleted from the hotel’s sponsorship list
 - Develop and update sound and practical strategies to pro-actively engage stakeholders, ensuring positive reputation for the Project and minimise any impacts on Project timeline and process
 - Manage Contractors’ and Consultants’ Public Relations Officers work, to ensure consistent and co-ordinated messaging that aligns and adheres with the overall public engagement standards and objectives. This includes the delivery of high-quality public engagement activities and timely handling of public queries
 - Coordinate and implement public engagement activities and events, working closely with the team’s and client’s Project and communications teams
 - Analyse all affected areas and develop tactical engagement plan to necessary key external stakeholders

PUBLIC RELATIONS OFFICER, BBC CHILDREN

10/2006 - 01/2010

- San Francisco, CA
- Oversee reputation management and crisis communications issues related to the Project
 - Ministries of Labour and Interior
 - Process all immigration related applications to Hotel staff and their families including issuance, renewal of residence permits for all Hotel staff and their dependents and the company’s business visitors
 - Time management and organizational skills with a structured approach to tasks (manage a diverse and demanding workload within tight deadlines and capacity)
 - Knowledge of various government official procedures, local laws
 - Professional & Interpersonal skills: High communication skills
 - Full command of written and spoken English and Arabic
 - Excellent people management skills, customer focused – familiar with working with a range of partners, both internal and external

EDUCATION

LAWRENCE UNIVERSITY

2001 - 2006

Bachelor’s Degree in Government

PROFESSIONAL SKILLS

- Mathematical skills, including basic math and ability to double check cash and online financial transaction regarding work
- Experience in working in dynamic, matrix structured global organisations
- Write original news releases and feature pieces on new developments and achievements within the company, and distributing the same to targeted media in order to attain positive coverage
- Provide editorial support on all media communications collaterals, including content research and translation as required, including feature stories, editorial features and company profiles
- Proactively supports media and social media influencer programmes to maintain and cultivate good relationships, helping secure story opportunities and product placements for Emirates and dnata
- Approximately 1-3 years related work experience
- With a valid UAE driver's license