

# LEEN YAKHLIF

## HR OFFICER & EXECUTIVE ASSISTANT (Communications and Public Relations)

📍 Amman

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## OBJECTIVE

My current objective is to obtain a position that will expand my skills and experiences properly within a dynamic growth esteemed organization that can enhance my knowledge, develop my skills to leverage my expertise in HR, communications and PR strategy development.

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## EDUCATION

Bachelor of Science  
Chemistry

## TRAINING COURSES

- Strategic Leadership in Human Resources Management  
BY: USAID / MAKANATI

## SKILLS

- Proven ability to develop and implement communication strategies and PR content.
- Proficient in information and documentation management.
- Excellent verbal and written communication skills in both Arabic and English.
- Strategic planning, scheduling, and multitasking abilities.
- Independent worker and collaborative team player.
- Strong technical knowledge in the social field.
- Advanced computer skills

## LANGUAGES

- Arabic: Native Speaker.
- English: Fluent.

## PROFESSIONAL EXPERIENCE

### JUNE 1ST, 2017 – PRESENT

#### ADMINISTRATIVE ASSISTANT (COMMUNICATIONS) AND HR OFFICER

- Supporting the management and working on matters related to the employment life cycle.
- Responsible for managing several PR functions.
- Assists with or drives some HR and PR special projects or initiatives as needed.
- Manage meetings and appointments.
- Manage the giveaways and follow up with sponsors and clients as well arrange the process.
- Send official emails especially that include permissions requests.
- Connect the administration with other teams.
- Ensuring compliance with security clearances and government regulations.
- Facilitated digital transformation by coordinating communications between teams and external partners.

#### PR & SOCIAL MEDIA MODERATOR

- Managed digital storytelling and content creation for Amman TV and Al-Faridah for specialized publications, aligning with strategic communication goals.
- Enhanced digital literacy among clients and followers, fostering a culture of open communication and feedback.

### JUNE 2017 – JAN 2018

#### SEO EDITOR FOR VENTURE MAGAZINE

Crafted SEO-optimized content, improving information accessibility and documentation management for readers.  
Flight Attendant Trainee Seven months training

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# **FREELANCE EXPERIENCES**

**2021 – PRESENT**

## **SOCIAL MEDIA CONTENT CREATOR**

- Developed and executed digital communication strategies, producing targeted content for various social platforms.
- -Advised on digital best practices, contributing to the digital transformation of individual and organizational clients.

**2019 - 2023**

## **FREELANCE COMMUNICATION SPECIALIST**

- **Communication Strategy Development:** Developed and rolled out communication strategies for various clients, aligning with their business objectives.
- **Digital Communication:** Created and managed digital communication campaigns, utilizing social media platforms and other digital tools.
- **Content Creation:** Produced targeted and relevant PR content for dissemination via internal and external platforms.
- **Contract Management:** Coordinated the process for awarding contracts, ensuring compliance with legal and corporate policy requirements.
- **Knowledge Management:** Developed and maintained knowledge management systems, sharing documentation and best practices with clients.

**2019 - 2022**

## **FREELANCE DIGITAL ADVISOR**

- **Digital Partner Advisory Services:** Served as the first point of contact for digital topics, providing consultation and guidance to clients.
- **Digital Tools and Platforms:** Advised clients on the use of new digital tools and platforms, enhancing their digital capabilities.
- **Social Media Guidelines:** Advised clients on social media guidelines, strengthening their capacity for digital innovation.

**JUL2016 - FEB2016**

## **SEVEN MONTHS TRAINING**

flight attendant in JAV/Completed JATS exam, demonstrating adherence to strict data protection and safety protocols.

**FEB2017 - JUN2017**

## **SCIENCE TEACHER SIX MONTHS TEACHING**

Employed innovative communication techniques to facilitate learning and comprehension in a governmental school setting.

**2015-2018**

## **ENGLISH TUTOR**

Provided education in English basics and grammar, emphasizing clear and effective communication skills.