

Reem Alsinan

Mass Communication | Media

Saudi Arabia, Eastern Province

+966 56 006 0371

rkalsinan@gmail.com

LinkedIn [Reem Alsinan](#)

National ID: 1094456850

TECHNICAL SKILLS:

- Mailchimp Email Campaign
- Experienced in the use of Microsoft office; word, PPT, excel.
- Experienced in several reporting, visual reporting, and communication platforms (Aconex, ACC, BIM 360, Enablon)

BEHAVIORAL SKILLS:

- Analytical and adaptable to change
- Creative problem solving
- Good presentation and public speaking skill
- Leadership and Teamwork
- Team Player
- Excellent verbal and communication skills (English and Arabic)
- Proactive and can take initiatives
- Flexible in working in multiple locations
- Ability to work within a culturally diverse organization

CERTIFICATIONS &

COURSES:

- Bechtel University Courses
- Strategic Negotiation
(LinkedIn Learning | Jan 2024)
- Contracting for Consultants
(LinkedIn Learning | Dec 2023)
- Event Planning Foundations
(LinkedIn Learning | Dec 2023)
- Launchpad 5.0 Entrepreneurial Program
(MISK Entrepreneurship | Sep 2023 - Dec 2023)
- SPARK Entrepreneurial Program,
(MISK Entrepreneurship in Partnership with Monsha'at | May 2023 - Jul 2023)
- MISK Startup School Master Class
(MISK Entrepreneurship | May 2022 - Jul 2024)

SUMMARY

Media and Information graduate with experience as a safety specialist at the Bechtel NEOM project. Even though my experience in safety is not directly related to my college degree, this role has developed my professionalism, analytical thinking, organization, and communication skills. Working in safety has enhanced my adaptability to change, refined my presentation skills, and built greater confidence in public speaking. I'm now eager to leverage these skills in a dynamic mass communication setting, where I can apply my knowledge and passion for communication to drive impactful results.

EXPERIENCE

● Bechtel Company (NEOM Project - Remote Area) | Aug 2022 - Present | Sharma, Tabuk

○ Executive Assistant to Program Director | Jun 2024 - Present

- Provide executive support to Bechtel's Program Director on the NEOM project.
 - Coordinate and schedule meetings, send out invitations, and prepare meeting materials.
 - Write concise summaries for the Program Director before meetings, highlighting key points and action items.
 - Plan and organize VIP visits, from booking travel arrangements, accommodations, and agenda.
 - Manage invoices and expenses related to the program.
- Assist Program Director with document summarization and analysis.
 - Summarize complex documents and highlight key points for the Program Director's review.
 - Provide creative solutions to help the Program Director stay organized and focused.
- Support the overall success of the NEOM project by ensuring seamless day-to-day operations.

○ Safety Specialist | Aug 2022 - Jun 2024

- Prepared dashboards to demonstrate site performance and highlight area of improvements
- Carried out in-door trainings, presentations, and toolbox talk about different topics such as heat stress, dealing with Fire, etc. for 50+ attendees.
- Exhibited exceptional self-reliance and effectiveness throughout a year-long period, overseeing operations across four distinct contractors and diverse site locations, consistently meeting performance objectives.

... more experience related to this role can be provided upon request.

○ NEOM and The Line - Registration Assistant Volunteer | Sep 2023

- Demonstrated strong communication skills, adapting to diverse language barriers and cultural differences to provide excellent customer service to international workers.
- Developed strong problem-solving skills by handling complex issues related to worker data and documentation.

○ Event Planning for Team Building Initiative Volunteer | Nov 2023 - Dec 2023

- Demonstrated strong attention to details by identifying the purpose and objectives of the event, and selecting a suitable venue and developed strong relationship with vendor for future collaboration.
- Managed all aspects of the event, from pre-planning, execution, and after event to ensure a seamless experience for attendees, managed the budget, and resulted in a successful outcome.

● Snailz Company | Sep 2021 - Dec 2021 | New York, NY

○ Social Media Intern

- Planned and designed posts, reels, and stories using scheduling tools and video/graphic design apps, and proactively initiated collaborations with other content creators to address limited picture options and copyright concerns.

EDUCATION

● Bachelor of Communication Arts and Science | Dec 2021 | East Lansing, MI

Michigan State University
Major: Mass Communication;
Focus area in Management

Major GPA: 3.9/4

Achievements:

- Honors/Dean's Lists in
- Fall 2019, 2020
 - Spring 2020, 2021

Successful Projects:

- Web Design and Development for the Shawarma Co. Restaurant
- Social Media Computing for East Lansing Film Festival
- Artificial Intelligent Research on Humans Brain Chip and its Future Impact
- Case Study on Netflix (Business Problem Solving)
- Creating Value in Media Markets (Zoom Company)

Relevant Coursework:

- Journalism; Digital Business; Media Entrepreneurship; AI