

ALJAWHARAH ALSUBAIHI

PUBLIC RELATIONS

CONTACT



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Riyadh, Saudi Arabia

SKILLS

MS Office

Event Management

Communication

Flexibility At Work

EXPERIENCE

Public Relationship Specialist

SDAIA

June 2022 - Oct 2022

- Part of Global AI Summit Main streams .
- Working on Global AI Summit Risk management report .
- Working on weekly and monthly streams reports .
- Communicated with companies, suppliers and Influencers to determine the necessary needs.

EVENTS& SPONSORSHIP CO-OP TRAINEE

SDAIA

Jan 2022 - June 2022

- Working on project management.
- Worked on Setting Events objectives and KPIs &RFP.
- Review Vendor Project Proposals.
- Working on the strategy & developing plans.
- Weekly & monthly update report.
- Coordination with stakeholders.
- Worked on Tracking contacts and budget spending.
- Prepared plans for internal and external events.
- General coordination between internal and external departments to implement projects.

ADVERTISING CAMPAIGN MANAGEMENT

Jasser

Sep 2021 - Dec 2021

Public Relations

- Prepared a campaign plan .
- Worked on determine marketing objectives of the campaign, audience's and channel's.

Diriyah Hospital

Apr 2021-Aug 2021

- Public Relations volunteer as an administratives and data entry.

EDUCATION

Bachelor's Degree in Public Relation

King Saud University

2018 - 2022

GPA: 4.70 Second Honors

COURSES AND SEMINARS

Introducing to data science and Ai | 2022

HumanResourcesManagement&Tasks|2021

Legal Skills in Drafting Financial Contracts | 2021

The Art of Creative Writing | 2019

Principles of First Aid | 2019

Cyber Security | 2018