

SHITHA KHALED AIOJYAN

Internal communication advisor

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Summery

Highly motivated and experienced internal communication advisor with 4 years of experience in developing and implementing effective internal communication strategies. Skilled in creating and distributing internal announcements and facilitating employee engagement initiatives and events. Proven ability to collaborate with senior leadership, analyze and evaluate the impact of internal communication efforts, and manage and maintain internal communication platforms. Strong communication, interpersonal, and project management skills, with a passion for promoting positive employee engagement and improving organizational communication.

Participation

- Organizing a "No-shame" Campaign to Spread Awareness about Sports.
- Organizing a Lecture Entitled; "The Science of Civilizations".
- "To Innovate" Campaign.
- The "Who's Saying Diet" Festival for Food Trucks.
- The Saudi Telecom Club.
- International Forum of Rhinology.
- Awareness Forum for Women Driving.

Education

- Bachelor's Degree (3.90/5)
King Saud University
2018
Obtained a Bachelor of Media in Strategic Communication.

Internship

- **Citizen's Account Program**
2019
Internal Communication, Digital Communication, Public Relations, and New Media
- **Dr. Sulaiman Alhabib Hospital**
2018
Dealing with inquiries from the public, the press, and related organizations.

Work Experience

- **Internal Communication Specialist**
Saudi Energy Efficiency Center
2022 – present
 - Facilitate employee's engagement initiatives and events.
 - Ensure effective and timely communication of company updates, policies, and procedure.
 - Manage and maintain the internal communication platforms.
- **Marketing Specialist**
Eye Of Riyadh
2022 - 2022
 - Organize conferences and manage crowds.
 - Corporate communication and employee happiness.
 - Manage accounts and publish on social media.
 - Publish news on the company's website and communicate with the media.
 - Collaborated with different companies to establish and develop their internal communication strategy, public relation policies and media monitoring system.
- **Team Lead Communication**
Digital Healthcare Solutions Arabia LLC
2020 - 2021
 - Develop and implement effective communication strategies that build customer loyalty programs, brand awareness, and customer satisfaction.
 - Prepare detailed media activity reports.
 - Plan and manage the design, content, and production of all marketing materials.
 - Internal communication, employee happiness, and corporate communication.
- **Personnel Specialist**
Future Orbit Est
2018 - 2019
 - Double-check the correctness and completeness of all personal documents, and ensure the accuracy of salary data and personnel records, making changes when needed.
 - Ability to help develop, implement, support, and review all Human Resource Department initiatives, policies, procedures, and system.

Languages

- Arabic, native
- English

Skills

Multiple Priorities	8	Creativity	9
Ability to manage multiple assignments and tasks, set priorities, and adapt to changing conditions and work assignments.		Having the ability to generate innovative ideas and solutions using imagination, original thinking, and divergent reasoning.	
Leadership	9	Effective Communication	10
Motivating individuals and mobilizing resources in pursuing goals shared by members of a group.		Having ability to express thought, ideas, and information clearly in a way that is easily communicated to the audience.	