Omar Shreim

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<https://github.com/oshreim>

**EDUCATION**

**The George Washington University Washington, DC**

***Boot Camp Certificate****: College of Professional Studies –* Data Analytics and Visualization

*December 2019-June 2020*

**The American University Washington, DC**

***Bachelor of the Arts****: School of Public Affairs –* Political Science

*August 2013*

**RELEVANT SKI.LS**

* Python
* Data Visualization
* Data Analysis (MATPLOT, JSON, R, JAVA, Pandas, SQL)
* Research
* Excel
* Donor Relations/Logistics
* Fluent in Arabic

**WORK EXPERIENCE**

**CRDF Global Washington, DC**

***Travel and Logistics Manager*** *October 2018-August, 2019*

* Implements a portfolio of travel (including but not limited to airfare, lodging, meals and incidentals, ground transportation and visa) and logistics (including but not limited venue, catering, ground transportation, interpretation) related activities of CRDF Global funded projects.
* Provides comprehensive financial monitoring, including initiating, approving and executing routine travel and logistics-related payments, managing a CRDF Global corporate American Express card, ensuring compliance with regulations, policies and best practices, and maintaining and updating electronic records and databases.
* Provides high quality, timely support to internal and external customers.
* Assists with onboarding/training of new staff.

**The Association of Medical Device Reprocessors Washington, DC**

***Communications* *Associate*** *June 2018-November 2018*

* Provide communications and media relations support to various projects
* Draft and distribute press releases, advisories, statements, letters to the editor, op-eds, newsletters, and other communications materials
* Support the planning and execution of communications strategies and tactical plans
* Track and analyze media placements

**The Jordan Tourism Board Amman, Jordan**

***Digital Marketing Officer*** *April 2016 – June 2018*

* Fostered platform relationships with paid platforms including but not limited to: Google/YouTube, Instagram, Facebook, Twitter, etc.
* Managed price lists for paid media plans
* Assisted with integration and measurement of paid media into programs
* Assisted internal peers and external clients on paid media and digital trends
* Built and presented concepts for new business proposals and opportunities
* Monitored paid media plans and budgets for profitability and reported status to management
* Managed social media likes, website traffic, post engagements, KPI and other SM metrics/analytics

**The Danish Refugee Council Amman, Jordan**

***Grants Officer*** *January 2016 – April 2016*

* Oversaw regular update of program and grants documents on the Grants Monitoring System (GMS) and DRC Jordan DropBox and server
* Assisted the PDO in proposal development tasks, through collecting and compiling necessary inputs from program staff and technical advisors
* Maintained up-to-date donor tracking tools (internal CRM) to identify potential new donors and strategies which align with DRC Jordan’s strategic priorities
* Ensured completion of internal and external reports meeting donor and DRC requirements

**UNICEF Jordan Country Office Amman, Jordan**

***Visits and Visibility Coordinator*** *August 2013 – May 2015*

* Sought out UNICEF program sites and collected feedback from beneficiaries about activities for site analysis purposes prior to donor & high-level visits.
* Ensured UNICEF & donor visibility at program sites in refugee camps & host communities.
* Managed all visits logistics, lead delegation to sites, collaborated with colleagues and other UN agencies for planning joint meetings & visits.
* Created a 2014 funding status tracking spreadsheet for each program section showing how earmarked and unearmarked funds were to be allocated.

**Additional Skills:** Proficient in Microsoft Office, Word Press, Basic Adobe Creative Suite, Salesforce, Internal CRM’s, NetSuite, HubSpot, SEO/SEM, display advertising, Google Analytics and AdWords and several social media monitoring and analytics platforms.