

# Maei Elqassim

## Public Relations Graduate

To work for an organization that lays emphasis on the development and growth of the individual. I would like to secure a position where my aptitude to learn fast and my determination in taking up new challenges and work responsibilities will be used to leverage my professional experience.

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☎ 0567244509

📍 Dubai, United Arab Emirates

## EDUCATION

### Bachelor of Arts in Public Relations Al Ghurair University

09/2017 - 05/2021

Graduated with 3.6 GPA.

## WORK EXPERIENCE

### Project Manager Assistant Focus Academy (internship)

09/2020 - 01/2021

Dubai, United Arab Emirates

#### Achievements/Tasks

- Getting new trainers/Famous celebrities to the Academy by offering a business proposal.
- Sending professional emails and follow-up with the trainers.
- Presenting a marketing plan for new trainers.
- Wrote research papers, reports, reviews and summaries regarding courses content and celebrities.

### Social Media Assistant - Digital Art Kun Academy

09/2020 - 01/2021

#### Achievements/Tasks

- Manages company social media channels, including Instagram, LinkedIn, Twitter, and other relevant platforms.
- Creates dynamic written, graphic, and video content.
- Proposes new ideas and concepts for social media content.
- Works with marketing and social media team members to coordinate ad campaigns with social media strategy.
- Creates content that promotes audience interaction, increases audience presence on company sites, and encourages audience participation.

### Patient Relations Executive Tashafi clinic - Alfuttaim

02/2021 - 06/2021

Dubai, United Arab Emirates

#### Achievements/Tasks

- Responsible for the accurate flow of medical information and patient data between physicians, patients and third-party payers with the use of accurate code to define diagnostics, treatments and procedures and to enter this information into the facility's database using medical coding protocol to produce a statement or claim.

### Event organizer / hostess Lycan events

11/2019 - 11/2019

Dubai World Trade Centre

#### Achievements/Tasks

- Event planning, design and production within time limits.
- Working with clients to identify their needs and ensure customer satisfaction.
- Organizing facilities and details such as decor, catering, entertainment, transportation, location, invitee list, special guests, equipment, promotional material etc.

### Sales Gitex - Dubai World Trade Centre

10/2018 - 10/2018

#### Achievements/Tasks

- Convincing shoppers to buy Samsung products.

## SKILLS

Communication

Teamwork

Problem-solving

Creativity

Decision-making

Time management

Self-starter

Multi-task

Microsoft excel

Patient Relations

Data entry

Digital Art

## PERSONAL INFORMATION

Date of Birth: October 26, 1999 / Place of Birth: Dubai / Nationality: Jordanian / Sex: Female / Marital status: Single

## CERTIFICATES

### Certificate of Appreciation (2019)

Dubai Women's Association ( Participation in the workshop for tolerance in support of societal issues.

### Training certificate (2021)

Focus Academy for training and Media development

### Certificate of Achievement (2021)

Media Management in Crisis Communications - Kun Academy

## LANGUAGES

Arabic

Native or Bilingual Proficiency

English

Full Professional Proficiency

## INTERESTS

Volunteering

Serving Community

Organizing

Digital art

Advertising

Photographing

Relations

Art