

SHATHAJ.S.ALQRINAWI

CONTACT INFORMATION

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OBJECTIVE

Meticulous copywriter offering 4-year background preparing well-structured drafts, editing posts, and conducting keyword research. Collaborative team player possessing impeccable grammar and in-depth comprehension of Microsoft Word and Office. Familiar with SEO practices.

SKILLS

- News writing
- Consistent brand messaging
- Creative writing
- Promotional Marketing and Advertising
- Team contribution
- Peer-to-peer work
- Social Media Marketing

WORK EXPERIENCE

08/2020 to Current **Content Writer**

Self-employed- Gaza,

- Utilized exceptional writing, editing, and proofreading skills to produce engaging and error-free content.
- Collaborated with a team of writers and content marketing strategists to create copy promoting clients' SEO, sales, and thought-leadership goals.
- Played an instrumental role in creative planning and review sessions, working with the resourceful team to elevate the quality of content and designs.
- Wrote advertising material for use by publication, broadcast, or internet media to promote the sale of goods and services.
- Chose cover photography or artwork, selected fonts, and arranged designs to attract target readership.

06/2020 to Current **Transcriber & Subtitle**

Self-employed- Gaza,

- Verified signatures and checked medical charts for accuracy and completion.
- Transcribed court documents and records to enhance traceability and overall organization.
- Completed transcription of gross and final diagnosis for medical reports.
- Performed freelance work with flexibility to meet employer-set deadlines.
- Transcribed sensitive documents with complete confidentiality.

01/2020 to current **Translator Coordinator & Data-entry Clerk**

Self-employed- Gaza,

- Created plans and communicated deadlines to ensure projects were completed on time.
- Conferred with subject-matter experts and other colleagues to establish a precise understanding of specialized concepts.
- Reviewed and transcribed audio or internet materials with a high degree of accuracy and expression.
- Scanned documents and saved them in the database to keep records of essential organizational information.
- Entered numerical data into databases with speed and accuracy using a 10-key pad.

01/2020 to current **Representative Assistant**

Self-employed- Gaza,

- Exceptional computer skills
- Negotiated prices, terms of sales, and service agreements.
- Developed and maintained strong working relationships with professionals within assigned territory.
- Presented professional image consistent with the company's brand values.

08-10/2021 **Digital Marketing Manager**

Fibers- Gaza,

- Administered marketing calendar and posted new content to coincide with new product and service releases.
- Analyzed competitor pages to locate backlinks and keyword opportunities.
- Devised strategies and roadmaps to support product vision and value to the business.
- Monitored return on investment of online and social media marketing efforts.
- Evaluated monthly performance statistics and used data to inform future strategies.
- Tracked innovations in social media and worked with key functional groups to adopt emerging technology.
- Created social media content with consistent content and tone.
- Discussed SEO needs and optimized strategies for short- and long-term campaigns.

06/2018 to 11/2020 **Technical Translator**

Lexicalgaza - Gaza,

- Consulted specialized dictionaries, thesauruses and reference books to identify the closest equivalents for nuanced terminology, words and phrases.
- Conferred with subject-matter experts and other colleagues to establish precise understanding of specialized concepts.
- Stayed current on new expressions and cultural changes impacting language translation.
- Provided cultural input to speakers to help parties who did not speak similar languages communicate with and understand one another.

08/2019 to 10/2020 **Customer Services Specialist**

Self-employed- Gaza,

- Developed team communications and information for meetings.
- Worked flexible hours; night, weekend, and holiday shifts.
- Quickly learned new skills and applied them to daily tasks, improving efficiency and productivity.
- Created spreadsheets using Microsoft Excel for daily, weekly and monthly reporting.

06-10/2019 **Media Relations Officer**

United Nation-Gaza Mental Health Program-Gaza,

- Increased brand awareness through creation of innovative print and digital productions for major publications.
- Developed and executed yearly budgets to purchase yearly acquisition of books, periodicals, supplies and computer software and hardware.
- Maintained relevant, organized and correctly cataloged library and technology collection based on careful analysis of student needs.

EDUCATION

12/2021 **project management**

Google-online

10/2020 **Associate of Art: English literature**

Al-Azhar university-Gaza

