

Personal Information

 Al Awda Str, Jabalia Camp, Palestine
 00970597542038  082484997
 manarelshiekh.97@gmail.com
 <https://bit.ly/3kyiW9P>

Manar M. Alshaikh is currently working at Empower SA Company as a content manager. Alshaikh is responsible for coordinating tasks among the content team, supervising the creation of social media plans, writing monthly reports for the development of work, and organizing meetings weekly with the administration in Saudi Arabia. Manar finished her Bachelor's degree in English Literature in 2019 and published three articles of her own on We are not numbers website and Rebuilding Alliance website. Both are NGOs who are interested in covering the human and aspiring stories about the people who live in Gaza. She was selected in 2018 for a program training in Palestine Save The Children Foundation in Gaza to work as a translator and Article writer. Thus, the whole website translation has been done and articles were written by Alshaikh about the training and the activities of the organization.

Education

2013 - 2018 **Bachelor of English Literature**
Al-Azhar University, Gaza, Palestine
GPA 87.3%

2012 - 2013 **High School**
Shadia Abu Ghazalah School, Gaza, Palestine
AVG 90.8%

Work Experience

08/2021 – Present **Content Manager**
Empower SA, Riyadh, Saudi Arabia

Responsibilities:

- Preparation of detailed and effective project content plans.
- Coordinating tasks among the content team
- Supervising the creation of social media plans
- Organizing meetings weekly with the administration in Saudi Arabia
- Selecting the major themes that will be included in the content plan

06/2020 – 07/2021 **Public Relations&Technical support**
Apex for IT Solutions
Gaza, Palestine

Responsibilities:

- Led a team of Technical support employees who are fluent in English
- Managed the partnership program for a Saudi Arabian company
- Planned for meetings with the company's managers that interested in

partnership

06/2019 – 08/2019

English Language trainer

Al-Salam Training group

Gaza, Palestine

Responsibilities:

- Teaching adults and kids in a summer camp to master English language skills
- Training the students on English Drama and theater
- preparing teaching materials

Voluntary work

02/11/2018 - 02/6/2020

We are not Numbers, Gaza, Palestine

NGO that conceived by American journalist Pam Bailey and brought to fruition with the support of the Euro-Mediterranean Human Rights Monitor.

- interviewing people that have human stories in Gaza
- writing stories and articles after the interviews
- talking to media about these stories and the goals of the project
- coordinated and delegated responsibilities to staff as well as driving all of the decisions that go into making any social media platform successful

01/9/2018 - 22/12/2018

Rebuilding Alliance, California, US

An NGO that rebuilds homes and communities in regions of war and occupation.

- Accompanying delegations and translating for them
- Interviewing the beneficiaries of the organization
- Writing Articles about the groups that the organization support

01/9/2018 - 22/12/2018

Palestine Save The Children Foundation, Gaza, Palestine

An NGO that improve the public good, the quality of life of those who are disadvantages, vulnerable and proper management of environment for the future Palestinian generations

- Translating financial, scientific and documentary files
- Writing Articles about the foundation's activities

Languages

Mother tongue(s)

Arabic
English

Foreign tongue(s)

Listening	Reading	Spoken interaction	Spoken production	Writing
C2	C2	B2	B2	B2

Levels: A1 and A2: Basic user - B1 and B2: Independent user - C1 and C2: Proficient user

References

Mr. Issam Edwan

Phone number: +972598147451

Dr. Ali Mansour

Phone number: +970 592288246

Eng. Mohammed Agha

Phone number: +972599410270