

Lama AbuKhatro

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14 - 6 - 2002
Single

EXPERIENCE

TECHGIRLS Exchange Program, USA— Application Review Panelists for TechGirls, a U.S. Department of State Program

12/2022 - Present

- Communicate and cooperate with a writing team, including a content
- Support the application review and selection process of the 2023 TechGirls cohort utilizing an online dashboard portal system.
- Review 300 applications for technical eligibility and completeness.
- Impartially assess the quality of applications against established criteria
- Maintain confidentiality of applicants.

Academy for Women Entrepreneurs (AWE)— U.S. Department of State Program

6/2022 - 11/2022

- Learning Business skills through DreamBuilders platform
- Learning Entrepreneurial skills
- Learning Marketing Skills
- Implementing and Executing Entrepreneurial Project

Arabia Pro Company, Gaza— Content Writer and social media manager

7/2022 - 11/2022

- Communicate and cooperate with a writing team, including a content manager, editors, and web publishers
- Follow an editorial calendar, collaborating with other members of the content production team to ensure timely delivery of materials
- Researching industry-related topics
- Writing clear marketing copy to promote our products/services
- Preparing well-structured drafts using Content Management Systems
- Proofreading and editing blog posts before publication
- Promoting content on social media
- Updating website content as needed

SKILLS

Content Writing
Digital Marketing
Project Management
Sales
Social media management
Translation
Good communication skills
Ability to work in teams
Microsoft office programs
Leadership & Organizational skills

LANGUAGES

Arabic (Native language)

English (Excellent level)

Turkish (Basics)

References

Available upon request

Rasheed Company (Work Without Borders) — Content Writer Intern

1/2022 - 5/2022

- Proofreading and editing blog posts before publication
- Promoting content on social media
- Communicate and cooperate with a writing team, including a content manager, editors, and web publishers
- Writing clear marketing copy to promote our products/services

Creativity Company, Gaza — Digital Marketer Intern

6/2022 - 8/2022

- Social Media Marketing
- Paid Ads (Facebook, Instagram, Snapchat, Tiktok)
- CopyWriting skills

Freelance Content Writer, remotely

2020 - Present

- Worked with Lamha application
- Worked with different brands like Qatar Moms, Ideal Diet, Jalsatak.

EDUCATION

The Islamic University of Gaza, Gaza — Bachelor of Business Administration (BBA), Electronic Business and Marketing

2020 - 2023

Ahmad Shawqi school, Gaza — Tawjihi

2019 - 2020

High school certificate with a GPA 95.7%

Access Micro Scholarship program, Gaza

2016 - 2018

Access Program provides a foundation of English language skills, Cultural enrichment, and development of leadership skills

Google & Coursera Certificate

2/ 2022 - 10/ 2022

- Project Management Certificate
- E-commerce & Marketing Certificate

Voluntary Work

Project coordinator/ Teacher Assistant, Amideast - Gaza

2019 - Present

Member of Voicer From Palestine, Tamer Institute

2018 – 2019

Ours are your Campaign, AlNayzak

2019 – Present

Bader Program, Al Nayzak

2018 – 2019

U.S Consulate Of Jerusalem Project & Amideast Projects, Gaza

2018 – Present

- Let' talk Club
- It's my turn project
- Write It Out
- U.S Consulate of Jerusalem Conference
- U.S Consulate of Jerusalem Conference speaker
- Teacher assistant at the Kids program at Amideast

Certificates and Achievements

- Coding from Palestine implemented by PICTI and PalTel Group Foundation.
- Technovation challenge in Gaza Sky Geeks.
- Freelance Academy at Gaza Sky Geeks
- Business training from AT& T company in USA
- Project management from Edraak.
- Digital Marketing Certificate from Edraak