

Oula Kholani

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Summary

I have a strong background in Conducting research and exploratory studies, writing, design, and digital media. I am able to take on a variety of roles and responsibilities, and have a strong commitment to producing high-quality work.

Skills

- Promotional Campaigns
- Photoshop
- Social Media Planning
- Excellent writing and editing skills.
- Proficiency with social media platforms.
- Ability to work independently and as part of a team.
- Experience in writing for new media
- Ability to edit and manage content via the WordPress CMS
- Planning and organization
- Adaptability
- think creatively and come up with new and innovative ways to teach
- patience and be able to persevere when facing challenges or setback

Experience

04/2021 - Current

Marketing and Public Relations Senior Officer, **Syria Gulf Bank**, Damascus, Syria
I am currently working in Syria Gulf bank and undertake the tasks of preparing research reports and survey studies, preparing questionnaires, writing content, graphic design, website content management, proofreading, social media management, Author, writer and editor

It is worth noting that I was promoted from a position (Marketing and Public Relations Officer) to a position (Marketing and Public Relations Senior Officer) after nearly a year and three months of starting work

- I carry out the tasks of preparing surveys about the opinions of the public about the services provided by the bank through electronic questionnaires, then I collect the data resulting from the responses and opinions of the public and present them to the management in the form of graphic statistics, and finally I follow up the existing problems and provide suggestions and recommendations regarding them
- As a content writer, I have experience creating written content for a variety of purposes, including websites, social media, and marketing materials. I have strong writing skills and are able to adapt my style to fit the needs of different audiences and projects.
 - As a graphic designer, I have experience creating visual materials such as logos, banners, and marketing materials. I have a strong eye for aesthetics and are proficient in many design software
 - As a website content manager, I have experience maintaining and updating website content, ensuring that it is accurate, up-to-date, and engaging for users. I have strong attention to detail and are able to edit and proofread website content for grammar, spelling, and style.
 - As a proofreader, I have experience reviewing written materials for errors and ensuring that they meet the necessary standards for grammar, spelling, and style. I have a strong eye for detail and are able to catch even subtle mistakes.
 - As a social media manager, I have experience creating and managing social media accounts for businesses or organizations. I have a strong understanding of the various platforms and know how to create engaging content that resonates with users.
 - As an author and writer, I have experience creating original written works, whether it be in the form of articles, blog posts, or novels. I have a strong passion for writing and a talent for storytelling.
 - As an editor, I have experience reviewing and revising written materials to ensure that they are clear, concise, and free of errors. I have excellent attention to detail and are able to help others improve their writing skills.

02/2020 - Current

Volunteer Designer, Writer, Editor, and Social Media Content Manager, **Syrian Association Of Financial And Accounting Professions**, Damascus, Syria

I work within the volunteer young researchers team with members and colleagues affiliated with the Syrian Association of Financial and Accounting Professions, In this role, I use my skills and talents to support our organization's mission and goals through the creation of engaging and effective visual and written content.

I Design and create visually appealing materials.

Write and edit a variety of content, including blog posts, newsletters, and social media posts, in a clear and engaging style.

Proofread and edit written materials for grammar, spelling, and punctuation errors, as well as for style, clarity, and logical flow.

Collaborate with team members to develop and implement a social media strategy, including content creation and scheduling.

And so in a framework Passion for the mission of our Association and a desire to make a positive impact on the community.

01/2019 - 02/2020

Editor, Writer, and Proofreader, **House Of Geniuses**, Damascus, Syria

a University Lecture Writer and Proofreader, Work within a collaborative team of colleagues to produce references and abstracts for university lectures. In this role, I was responsible for researching, writing, and proofreading a variety of lectures For students of the third and fourth years of the Faculty of Economics

Responsibilities:

- Research and gather information on a wide range of academic subjects, including but not limited to Financial sciences and economic theories, computer applications, related economic programs, social sciences, humanities, and business.
- Write clear, concise, and engaging lectures that are appropriate for college-level students.
- Proofread and edit lectures for grammar, spelling, and punctuation errors, as well as for style, clarity, and logical flow.
- Collaborate with professors and course instructors to ensure that lectures meet the needs and expectations of the course.
- Stay up-to-date on current trends and developments in my areas of expertise, and incorporate this knowledge into my lectures.
- Meet deadlines and work effectively under pressure.

10/2018 - 01/2020

Senior Editor, **Hussam Blog**, Online

My duties at (Hossam blog) as an senior editor were to be responsible creating and writing content. This includes collaborating with a team of writers, commissioning new content, and editing and proofreading all material prior to publication.

I were responsible for maintaining the tone and style of the blog, as well as ensuring that all content is accurate and meets the necessary standards for grammar, spelling, and style. also responsible for identifying new content ideas, and developing strategies to improve the blog's reach and engagement.

It required me to have a strong background in writing and editing, as well as have a passion for storytelling and a strong understanding of the blog's target audience.

Excellent communication and organizational skills are also essential.

01/2015 - 01/2019

Teacher, **Private Jobs** , Damascus, Syria

in this role, I provided individualized instruction to students outside of the traditional classroom setting, to help them improve their academic skills and achieve their educational goals, in wide range of subjects, including math, science, reading, writing, and social studies.

its involved creating personalized lesson plans and instructional materials based on the needs and goals of the student. This also involve reviewing and reinforcing concepts learned in the school, providing additional practice problems or exercises, and helping students to develop study skills and strategies.

Overall, the goal of this job was to help students build confidence and competence in their academic pursuits, and to support their academic and personal growth.

Education And Training

09/2020

92%, Accounting

Faculty Of Economics, Damascus University

Fourth Year, Media

Faculty Of Media, Damascus University

Motion Graphic

Private Lessons

06/2023

97%, Introduction To Social Media Marketing

Coursera, Online

02/2023

91%, Effective Time Management

Coursera, Online

10/2021

Graphic Design

Al-Baraka Association, Barzeh Residences

11/2020

98%, Internal Audit

Syrian Association Of Financial And Accounting Pro, Syria, Damascus

Languages

Arabic:

Native/ Bilingual

English:

Professional

Portfolios Profiles

 <https://www.linkedin.com/in/oulakholani/>

 <https://www.facebook.com/oulakholani>