

NOUR SHAHEEN

Ramallah, Palestine | + 970 598044634 |

Nourshaheen989@gmail.com

EXPERIENCE

SEPTEMBER 2022 – CURRENT

Owner/Partner, SARWEH

- Collaborated with Palestinian women artisans to craft traditional garments, concurrently promoting awareness of the significance of Palestinian clothing and culture.
- Spearheaded Sarweh's online presence and visibility through effective social media marketing strategies.
- Led engagement in fashion workshops and local markets across Palestine (West Bank and 1948 Territories), fostering community connections.
- Provided comprehensive oversight of project finances and overall management, ensuring Sarweh's establishment as an authentic Palestinian brand—meticulously sourced high-quality materials and resources to uphold brand integrity.
- Orchestrated and actively participated in fashion workshops, local markets, and Palestinian markets across the West Bank and 1948 Territories, contributing to community engagement and brand representation.
- Actively participated in a cultural exchange event in Cyprus, showcasing the rich history of Palestinian embroidery. Contributed to the Xarkis festival, enhancing cultural dialogue and representation.

JULY 2023 – CURRENT

Project Coordinator, NAFS FOR EMPOWERMENT

- Worked on writing funding proposals to secure financial support, demonstrating strong written communication skills essential for the role.
- Organized and executed innovative campaigns for the association, showcasing a proactive approach to project coordination and management.
- Produced and edited engaging videos, including montage and voice-over, illustrating proficiency in multimedia content creation, a valuable asset for promoting initiatives.
- Curated content for campaigns, ensuring their success by tailoring messaging to target audiences, aligning with the job's requirement to develop and implement various activities.
- Designed visually appealing posters for promotional purposes.
- Identified potential funding sources and collaborated with them to secure institutional support, demonstrating experience in developing partnerships with community organizations.
- Prepared comprehensive reports detailing project progress for funders, utilizing PowerPoint presentations enriched with images and posts for Facebook to communicate achievements effectively.

DECEMBER 2022 - JULY 2023

Project Coordinator, GIVE PALESTINE ASSOCIATION

- Conducted thorough research to identify potential funding opportunities.
- Implemented data tracking systems to monitor project progress and evaluate outcomes, ensuring accountability and transparency in reporting to funders.
- Helped community members learn and share ideas in workshops and meetings, showing good at teaching and talking with different kinds of people. Used Facebook and other social media to share project news and talk with people involved, showing skill in talking online with different groups.
- Regularly reviewed and updated project budgets to ensure financial sustainability and compliance with funding requirements, demonstrating strong financial management and budgeting skills essential for securing institutional support.
- Developed training materials and resources to build the capacity of community organizations and youth groups, demonstrating a commitment to capacity-building and empowerment.
- Facilitated community meetings and focus groups to gather input and feedback from community members, ensuring projects are responsive to community needs and priorities.

MAY 2022 – NOVEMBER 2022

Administrative Assistant, LOGAN COMPANY

- Provided administrative support to ensure efficient operation of the office, including correspondence, filing system, meetings schedule, and all office logistics.
- Provided weekly reports to suppliers.
- Ensured efficient operation of equipment through preventive maintenance and overseeing inventory
- Managed, created, and designed campaigns and graphics for Logan's social media accounts.

SEPTEMBER 2021 – APRIL 2022

Content Creator and Design Expert, MEDICAL RELIEF SOCIETY

- Managed and edited concept notes and publications in both Arabic and English for the Foundation's website.
- Created compelling content, including images and videos, to raise awareness of the work conducted by MRS and its various projects.
- Ensured the development of high-quality content layouts that aligned seamlessly with MRS, collaborating closely with team members for a cohesive visual identity.

MAY-SEPTEMBER 2021

PART-TIME Administrative Assistant, PALESTINIAN ANIMAL LEAGUE

- Oversaw the reporting to donors on the Institution's progress, ensuring transparent and accurate communication.
- Managed the Institution's expenses and logistics, implementing effective financial and operational strategies.

FEBRUARY – MAY 2021

INTERN, A.M. QATTAN FOUNDATION

- Assisted in the coordination and implementation of projects and events
- Managed the process and preparations for the 2022 Film Screening Project
- Proofread and assisted in creating subtitles for films and videos
- Communicated with partner institutions, universities, and artists on joint events and collaborations
- Led tours of exhibitions organized by the Foundation
- Conducted research as required

MAY 2019- FEBRUARY 2020

ASSISTANT, Personal Affairs Office | AL-QUDS UNIVERSITY

- Assisted in the organization and maintenance of office common areas
- Maintained the filing system
- Managed database and record-keeping

OCTOBER 2018- APRIL 2019

ASSISTANT (PART-TIME), International Relations Office | AL-QUDS UNIVERSITY

Reviewed, analyzed, and finalized applications and files for students applying to the student exchange program

JUNE 2017- SEPTEMBER 2017

ASSISTANT, AVAC ORGANIZATION ACCOUNTABILITY-VIOLENCE AGAINST CHILDREN.

Researched and contacted parties and institutions to support and donate to AVAC to help the institution achieve its goal in eliminating violence against children and raising awareness of violations against Palestinian children

EDUCATION

2020

Bachelor's Degree in Economics, AL-QUDS BARD COLLEGE

SKILLS English - Arabic / Arabic-English translation, reporting and writing, communication, and research