

# NOUR ABU AUKA

public relations



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## Summary

Entry-level PR professional with strong recent academic and internship experience. Demonstrated success in helping plan, publicize and coordinate popular events for a large-scale organization. Experienced and confident public speaker .

## Work Experience

### **Training of recent graduates** six months to Present

Civil Service Bureau / Directorate of Public Relations and Communication.

Receiving important figures, Preparing for different occasions like (workshops, meetings, celebrations) ,solving customer problems , issuing press releases ,and save and archive files.

### **field training** An 80 – hour

media center , at the Jordanian ministry of youth.

*Covering conferences, writing and editing press releases and save and archive files .*

### **ELITE DENATAL CARE** April 2018 to October 2022 .

#### **Administrative Secretary**

In the elite dental center, i was responsible for reception, marketing and accounts as a doctor's assistant.

## Education History

**Arab Open University, Jordan Branch , Jordan**

**Bachelor's degree in Journalism and Media, public relations track**

*Year of Graduation: 2022*

## Relevant Skills

- Budget management
- Complex problem-solving
- Digital and social media marketing
- Press release writing and distribution
- Relationship management
- Task prioritization
- Event planning and organizing
- Public speaking and presentations