



NADA KHALED

PR MANAGER

HOBBIES

- ✓ Reading
- ✓ Technology
- ✓ Traveling

SUMMARY

Dedicated admissions coordinator with more than two years of experience in a school environment. Exceptional organization and communication skills, adept at managing high caseloads and helping students navigate the admissions process. Flexible person who achieves results working independently and with others. With strong writing and communication skills in English. I have honed my skills in strategic communications, crisis management, and media relations. As the current Public Relations Manager, I have successfully led campaigns that increased brand visibility by 30%

CONTACT

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EXPERIENCE

November 2023
- Present

Sama Winchester International college

Public/ Parent Relationship Manager, city

- Day-to-day operations of the school.
 - Accomplish deals with nurseries to increase the number of applicants.
 - Cooperate with universities to work together and raise the brand image .
 - Deal with making billboards and online ads.
 - Finalize the designs for all propaganda stuff, such as flyer, buses, giveaways, booth design, etc.
- Sharing and putting offers' and fees' vision.
- Receive all the concerns from the parents via email and respond after forwarding them to the appropriate person in academic matters.
- Organize the booklet's printing with the agency via cooperative with the stage coordinators and finance departments.
- Sending all the schools' announcements to the parents via LMS
- Reporting to the CEO repeated complaints with various solutions.
- prepare for the PTC and all the events inside the campus in cooperation with the activity coordinator.
- order the necessary stuff for the events.
- Make sure to build strong relationships with the parents.
- Responsible for online platforms concerning the school by posting photos, making captions in cooperation with the graphic designer, and keeping auto/saved replies on the Messenger or DM
- Write press releases and prepare information for the media.
- Respond to information requests from the media.
- Help parents communicate effectively with the school.
- Evaluate the public opinion of the parents through social media.
- Evaluate advertising and promotion programs to determine whether they are compatible with their organization's public relations efforts.
- Help maintain their organization's image and identity.

**Sep 2022
- Nov 2023**

**Sama Winchester international college
Admissions Department(Coordinator) , city**

- Documented all interviews and updated the system database.
- send an acceptance /rejection letter after discussion with the school principal , executive director, and CEO.
- Promotion at exhibitions such as Child Expo and the school hub.
- providing stage coordinators and school principles with newly enrolled students.
- Keep records up-to-date.
- Make reports of statistics and comparisons between different types of academic year's.
- Make sheets for different departments after each event to smooth work.
- Responded to student questions regarding academic requirements and programmes.
- Built productive relationships with students and parents to smooth the process.
- Arranged interviews with student applicants
- Maintained accurate admissions ,student databases
- Support prospective students and parents throughout admissions process.
- Exceed or meet annual admissions goals every year of employment
- Approve and process student applications
- Attend networking events to promote the school and its programs
- Helping in different departments such as student affairs, finance, IT and PR.
- Do some work of a social media moderator.
- I have a prior experience in **SIMS/LMS** and ERP system.
- I share in putting offers for upcoming fairs.
- Promotion at exhibitions such as Child Expo and school hub.

**March 2022 -
September 2022**

**Sama Winchester International college
Executive Director Assistant**

- Acting as the point of contact among executives, employees, clients, and other external partners.
- Managing information flow in a timely and accurate manner.
- Managing executives' calendars and set up meeting's.
- Carry out clerical duties, including answering phones and preparing document's.
- Organize and schedule meetings and events.
- Manage data in spreadsheets and reports.
- Handle technical issues in their area of expertise
- keep reports up to data.

2019 - 2020

wisyst for information technology

HR assistant

- Perform administrative duties, such as maintaining employee database and sorting emails for the HR department
- Maintain proper records of employee attendance and leaves
- Assist HR Manager in policy formulation, hiring and salary administration
- Submit online job postings, shortlist candidates and schedule job interviews
- Coordinate orientation and training sessions for new employees
- Ensure smooth communication with employees and timely resolution to their queries

2017 - 2019

Overseas Tourism

Admin

- Manage data in spreadsheets and reports
 - Keep records and reports up to date
 - Help maintain the budget plan
 - Organize and schedule meetings and events
 - Supervise other staff and delegate responsibilities
 - Handle technical issues in their area of expertise
- Carry out clerical duties, including answering phones and preparing documents

2012 - 2013

Legal Office

Lawyer

Training

EDUCATION

2008 - 2012




Faculty of law

Cairo university , Giza



Grade : good

SKILLS

Software skills

Word 
Excel 
Power point 

Languages

Arabic 
English 
Deutsch 

Skill group

English Writing 
English Oral 