

# Aya Mohamed Redeny

As a recent graduate in Public Relations and Advertising at MCCU. My passion is seeking to learn the ropes of Human Resources, Public Relations, marketing, Digital Marketing and Advertising, I like the analyzing of AD and knowing the techniques of AD and how they do that.



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Gesr Al Suez, Cairp, Egypt

## SKILLS

Communications  
Support

Microsoft Office

Ability to multitask

Schedule  
Management

Information gathering  
and analysis

## LANGUAGES

English  
*Professional Working  
Proficiency*

## EDUCATION

### Bachelor: Public Relations and Advertising Mass Communication of Cairo University

09/2019 - 06/2022

(GPA: 4)

## WORK EXPERIENCE

### Front Desk Administrator Safwa Urban Development

08/2022 - Present

Cairo, New cairo

#### Tasks

- Paying attention to the general appearance of the branch and it's needs.
- Schedule and confirm meetings.
- Handle and coordinate active calendars
- Receiving and delivering all incoming and outgoing documents.
- Answering all calls and directing as needed.
- Provide ad hoc support around office as needed.

### Public Relations Intern Cairo Airport Company, Cairo, Egypt

08/2021 - 09/2021

#### Tasks

- Worked in VIP lounges.
- Helped the Passengers and give them all the facilities

## CERTIFICATES

Marketing and its Strategies Course by Ramy Khodeir at Cairo University.

The Fundamentals of Advertising at Our Vision student activity.

Diploma in preparing and introducing the television programs' representative field- International Arab World Newspaper in corporation with General Union of Journalists and Correspondents, International News and Satellite Channels.

## ACHIEVEMENTS

My graduation project was social campaign about the solar energy and its importance then my team got the third place on it.

I worked on a project about creating a product and advertising it, I created its idea and accomplished it. then I was awarded a certification about the best idea and design.

I was awarded the best team leader title when I was at Level 2.