

IRINY DEMIAN

Social Media specialist



Experience

9-2017 - 6-2018 Africa Overseas | Office Admin

Welcoming visitors and directing them to the relevant office/personnel.

Carrying out clerical duties such as answering phone calls, responding to emails, and preparing documents, including office correspondence, memos, resumes, and presentations.

Performing bookkeeping tasks such as invoicing, monitoring accounts receivable, and budget tracking.

Performing other relevant duties when needed.

7-2018 - 5-2019 Golden Media | Chairman Assistant

Act as the point of contact among executives, employees, clients and other external partners
Manage executives' calendars and set up meetings

Rack daily expenses and prepare weekly, monthly or quarterly reports

Act as an office manager by keeping up with office supply inventory

Format information for internal and external communication – memos, emails, presentations, reports

Take minutes during meetings

Screen and direct phone calls and distribute correspondence

Organize and maintain the office filing system



Contact Me



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an.5

Skills

Microsoft office, Html, CSS,
PHP, Photoshop, illustrator

Languages

English, Arabic

Interest

Music, Travelling

Others

Web designing

6-2019 - 6-2020 **Social Media specialist | Prow Crew**

Develop, implement and manage social media strategy

Define most important social media KPIs

Manage and oversee social media content

Measure the success of every social media campaign

Always up to date with the latest social media best practices and technologies

Work with copywriters and designers to

ensure content is informative and appealing

Collaborate with Marketing, Sales and Product Development teams

6-2020 - until now **PMED | Social Media specialist**

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ensure content is informative and appealing



Education

2013 - 2017 **Faculty Of Science Alexandria University | Bachelor Degree**

I graduated from Computer Science Department with a grade of Good

2011 - 2013 **El Nasr Girls College | high school**

With a total of 93%