

Rawan Swielim Al-Rashidi

Riyadh, Saudi Arabia

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Academic Education

- Bachelor's Degree in Public Relations
Imam Muhammad Bin Saud Islamic University
Average: 4.53 (Second Class Honors)

Skills

- Efficiency and responsibility
- Respect for regulations and punctuality
- Event planning
- Graphic design
- Teamwork
- Discipline and time management
- Adaptability and flexibility
- Ability to work under pressure
- Communication skills
- Ability to manage priorities

Technical Skills

- Presentations
- Microsoft Office
- Excel
- Power BI

Languages

- Arabic - Native
- English - Intermediate

Courses & Certificates

- Time Management Skills - Professional Center

- Stress Management in the Workplace – Dorroob
- The Art of Public Speaking – The General Organization for Technical and Vocational Training
- Skills in Managing Public Relations – The General Organization for Technical and Vocational Training
- Microsoft Excel – Dorroob
- Producing Media Content Using Artificial Intelligence – Midocean University,
20/11/2023

Experience

Public Prosecution – Graphic Designer (2022 – 2023)

Public relations and corporate communications

- Designed services including social media content, internal communication materials, presentations, reports, and magazines.
- Worked in the “Imtyaz” program.
- Prepared reports and compiled statistics, including social media analytics (Twitter) and visitor data.
- Assisted in event planning aligned with organizational identity, both internal and external events.

Ministry of Justice – Data Entry & Real Estate Digitization (Freelance) (2022 – Present)

- Entered contracts and deeds into digital systems.
- Contributed to the digitization of real estate assets.

National Water Company – Cooperative Training – Institutional Contact (6/09/2021 – 9/12/2021)

- Prepared media reports and documented company events through photography.
- Assisted in event coverage and internal communications.