



Marwan Zawmah



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I am working as a Media and Communications Coordinator within organizations & and Companies. I have had a good experience in Media and Communications Coordinator field as well. My goal is to become associated with humanitarian and aid work where I can present and utilize my skills and gain further experience while enhancing the organizations programs and reputation.

Career Objective

Experience

19 May
➤ 2019-on-going

Media & Communication Officer & Social Media Specialist

Macland Holding Group, Riyadh, Saudi Arabia.

As Media & Communication Officer:

- Managing design of media materials for all companies in the group such as banners, cards, posters, brochures, booklets, signboards, reports, etc.
- Communicating with suppliers for printing, extracting all publications, and recording all audio materials that are included or used when we output videos and informational messages.
- Training staff on how to take photos, how to write stories, and speak with the media
- Documentation photos and videos, success stories and write them properly.
- Creating info-graphics videos.
- Designing short films, Correction of video colors, and creating reports for the project.
- Publish and upload materials for the news site and social networking site.
- Archive of company material.

As Social Media Specialist:

- Manage and design social media content.
- Measure the success of every social media campaign.
- Work with copywriter and design the content and ensure is informative and appealing.
- Collaborate with Marketing, Sales, and Product Development teams
- posts, improving customer engagement, and promoting social media campaigns.
- Staying up to date on best practices and emerging trends in social media.

January
➤ 2019

Editing and producing corporate Video for an Event

The YEFE Foundation, Sana'a, Yemen.

- Design and implement a photo and video production work plan.
- Identify appropriate video and photo materials, prepares film, write and edit video
- Ensure full photo/video coverage for events and works with the multimedia team to apply high quality for photographs and video production.
- Operate digital and video cameras and ensure their readiness prior to events, provide the optimal technical specification for the cameras and other related accessories
- Design the intro, outro, and the lower third and edit the video by using programs the design (Adobe **Premiere** and Adobe **After Effect**).

October
➤ 2018-2019
April

Media Assistant

Square Art Agency, Sana'a, Yemen..

- Designing Advertising from magazines, newsletter, reports, infographics, banners projects, brochures, poster, and all advertising materials by using programs the design (Adobe **Photoshop**, Adobe **Illustrator**, and Adobe **InDesign**).
- Communicating with suppliers for printing, extracting all publications, and recording all audio materials that are included or used when we output videos and informational messages.
- Designing short films, Correction of video colors and creation of reports for the project by using programs the design (Adobe **Premiere** and Adobe **After Effect**).
- Publish and upload materials for the news site and social networking site.
- Archive of company material.

September
➤ 2018 -2018
October

Montage Trainer & Montage Mentor

Youth Leadership Development Foundation, Sana'a, Yemen.

- Train **21 youth** in montage.
- Develop **Training agenda**.
- Develop training materials.
- Preparer pre and post Evaluation.
- Delivery the **final report**.
- Montage **Mentor Assisting** the trainees during editing their films

January
➤ 2015 -2018
September

Video Editor and Production Assistant

Art Way for advertising and media services, Sana'a, Yemen.

- Preparing and designing all required media reports of projects and activities and submitting them to the line manager and relevant departments
- Preparing and drafting a job description and contractual process of designers and photographers
- Following up on the works of designers and making sure of the preparedness and completion of Banners, Stands, Cards, and other media materials.
- Following up the plans, printing, and media works, which aligned with projects' productions and making sure of its completion within the time frame and with appropriate requirements.
- Following up the work plans of the photographers and prepare a follow-up plan to document the videos, photographs, and montage of all the stages of the project.
- Archiving photos, video, press release news of projects, and all media requirements.

January
➤ 2015

Editing and producing Made a short Films

World Food Programme (WFP) Sana'a, Yemen.

- Designing short Films of the humanitarian aid provided to displaced people in Yemen from the following countries: (USA – Japan – Germany - European Union) by using programs the design (Adobe **Premiere** and Adobe **After Effect**).

August
➤ 2013-2015
January

Graphics Designer and Video Editor

Yoursr Tv Channel, Sana'a, Yemen.

- Designed and Edited tv program , by using programs the design (Adobe **Photoshop** , Adobe **Premiere** and Adobe **After Effect**).

January
➤ 2010-2013
March

Graphics Designer and Video Editor

Al Aqeeq Tv Channel, Sana'a, Yemen.

- Designed and Edited tv program , by using programs the design (Adobe **Photoshop** , Adobe **Premiere** and Adobe **After Effect**).

Education

➤ 2012-2014

Bachelor in Graphic Design Technology and Multi-Media

Sana'a Community College, Yemen.

➤ 2007-2010

Higher diploma in Graphic Design Technology and Multi-Media

Sana'a Community College, Yemen.

Skills

Multimedia programs:

3D Max, Adobe **After Effect** and Adobe **Premiere**.

★★★★★ ★★★★★★ ★★★★★★

Graphics Designing programs:

Adobe **Photoshop**, Adobe **Illustrator** , and Adobe **InDesign**.

★★★★★ ★★★★★★ ★★★★★★

Relationships and previous experience in the following:

- Communicating with the Agency of print all materials (banners, posters, publications, handouts, brochures, invitations, presentations, clothing).
- Communicating with the concerned to record the audio material that we use in directing and producing project videos.
- Previous experience in producing tangible, visual, and audible media materials from photo reports, publications, magazines, monthly newsletters, newspapers, and videos that are subject to supporters or awareness-raising, etc.

Microsoft Office

Ability to Work in social Media

Arabic
★★★★★

English
★★★★★

Languages

References

Upon request.