

Marwah Alkhalidi

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 Riyadh

SUMMARY

Marketing graduate with practical experience in project coordination, customer engagement, and promotional activities. Skilled in content planning and communication, with a strong interest in strategic marketing.

EXPERIENCE

Trakeeb Content

Project Management Assistant | January 2025 –May 2025

- Contributed to the planning and execution of projects within various content creation initiatives.
- Coordinated with vendors to gather requirements, provide updates, and ensure satisfaction.
- Utilized Microsoft programs to track project progress, organize data, and generate regular reports.
- Collaborated with team members to ensure timely delivery of project milestones.

Coffee Shop

Barista | December 2022 – February 2023

- Delivered professional customer service in a welcoming environment.
- Built friendly relationships with customers to encourage repeat business
- Worked collaboratively with team members to ensure smooth daily operations and customer satisfaction.

NIVEA

Promotions & Sales Coordinator | December 2021 – August 2022

- Coordinated promotional campaigns for company products across different retail locations.
- Collected and analyzed customer feedback to support marketing strategy improvements.
- Managed customer interactions and provided support to ensure a positive brand experience.
- Assisted in organizing promotional events and achieving sales targets.

EDUCATION

University of Hafr Albatin.

Bachelor's Degree In Marketing - Second Class Honors | GPA: 3.24 /4 | August 2020 – May 2025.

OTHER

- **Technical Skills:**

- Project Management
- Digital File Organization
- Time and Task Management
- Social Media Management.
- Marketing Research
- Creative Thinking
- Microsoft Office Suite.
- Process Improvement
- Effective Communication
- Adaptability

- **Soft Skills:**

- Communication Skills.
- Creative Problem-Solving.
- Adaptability and Flexibility.
- Teamwork.
- Creativity and Innovation.
- Time Management.
- Attention to Detail.
- Quick Learning

- **Languages:** Arabic, English.