

DUNA AL QUMZAH

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EDUCATION

KING ABDULAZIZ UNIVERSITY

Bachelor of Public Relations
2021-2025

SKILLS

- Strategic Communication
- Social Media Management
- Content Creation
- Project Management
- Copywriting & Editing
- Google Analytics
- Problem Solving
- Risk Management

CERTIFICATION

DIGITAL COMMUNICATION COURSE

2025
King Abdulaziz University

DIGITAL MARKETING

2025
HubSpot Academy

STRATEGIC PLANNING

2022
Droub

LANGUAGES

ARABIC - NATIVE
ENGLISH- FLUENT

ABOUT ME

Motivated and detail-oriented Public Relations graduate with a strong foundation in strategic communication, media relations, and brand messaging. Skilled in crafting compelling content, managing social media platforms, and coordinating public campaigns. Known for excellent interpersonal skills, adaptability, and a proactive approach to problem-solving. Eager to contribute to a dynamic team and support organizational goals through creative and impactful communication strategies. Passionate about building positive public perception and fostering meaningful connections between brands and their audiences.

WORK EXPERIENCE

PUBLIC RELATIONS & MEDIA INTERN

Ministry of Environment Water & Agriculture (Apr 2025-May 2025)

- Drafted formal letters and official government communications in line with ministry protocol.
- Composed professional emails for internal and external stakeholders using appropriate tone and format.
- Designed promotional materials and event advertisements to support ministry initiatives.
- Contributed to crisis management discussions and helped develop practical solutions in coordination with relevant departments.
- Gained knowledge in enhancing the public image of the ministry through targeted communication strategies.
- Created engaging media content to support public campaigns awareness.
- Participated in building structured media plans and communication strategies for various programs and events.