Maha Almutairi

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EDUCATION

King Saud University

Bachelor of Public Relations student

• GPA: 4.47/5.00

2020 - 2025

SKILLS & LANGUAGES

Skills: Content writing, Adobe programs (Photoshop, Illustrator, InDesign), Media Relations, Strategic Thinking, Crisis Management, Social Media Management, Event Planning, Research and Analytics, Content Creation, Observation, Voiceover, Research, Storytelling

<u>Languages</u>: Arabic (Native), English (Proficient)

PROJECTS

Sep 2021 Surrounded by Art

- Managed the entire design process from layout planning to final production
- Conceptualized and produced a complete magazine using Adobe InDesign
- Integrated text, images, and graphics to develop a cohesive publication design

EXPERIENCES

Vision 2030 Club

Content Writer & Social Media Specialist

Sep 2022 - Mar 2023

Des 2022 - Mar 2023

Oct 2021 – Feb 2022

- Crafted engaging content for the club's X (formerly Twitter) platform
- Managed and grew the club's Instagram presence, including event coverage
- Authored concise summaries of key events and activities for LinkedIn
- Oversaw social media strategy and engagement across multiple platforms
- Developed compelling marketing copy to promote club initiatives

Distinguished and Talented Students Club

Chairman of the Innovation Committee

Developed and implemented occasion-specific programming initiatives

Spearheaded the planning and execution of diverse entertainment events

Student Partnership Program

Member of Bareeq Alnoor Initiative

Designed promotional banners for initiative campaigns

Collaborated on design refinement and optimization processes