

## **Ghada Sanousi**

Public / Government Relations

Riyadh, Saudi Arabia

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### **Summary**

A confident, self-motivated team player with good interpersonal skills and experience in customer service and public relations. Skilled in Microsoft Office, problem-solving, and communication with a background in government relations.

### **Experience**

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#### **Citron, Riyadh, Saudi Arabia - Public Relations Officer**

June 2023 - Present

- Collaborate with internal teams to gather information and assist in the development of key messages and communication materials.
- Assist in the management of social media accounts and online presence, including content creation and scheduling.
- Support the PR team in building and maintaining relationships with journalists, bloggers, and influencers.

#### **Abu Alenaian Law Office, Riyadh, Saudi Arabia- Coop Training**

March 2023 - May 2023

- Handling communication with clients. Answer and direct phone call and maintain contact lists.
- Type up and file basic legal documents and correspondence.
- Translate written documents from English to Arabic and contrast.

### **Education**

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#### **Princess Nourah bint Abdulrahman University - Bachelor's Degree**

September 2019 - June 2023

College of language, Applied Linguistics. Second class honor with a 4.72 out of 5.0 GPA

### **Skills**

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- Written and verbal Communication
- Computer Literacy
- Microsoft Office
- Research Skills
- Government relations
- Problem-solving
- Presentation Skills
- Document Drafting

### **Certificates**

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- IELTS ( 7 )
- MyLap IT for Microsoft Office