M**AJED** A. A**LJURAYWI**

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**SUMMARY:**

Highly motivated communication professional with experience in customer service, teaching, and public relations. Proven capacity to meet deadlines; skilled in technologically innovative communication; advanced ability in written and oral communication. Fluent in Arabic and English.

**EDUCATION:**

**Master of Arts in Communication.** *Lasell College*, Newton, Massachusetts. May 2015 (Expected)

**Bachelor’s Degree in Public Relations.** *King Saud University,* Riyadh, Saudi Arabia. May 2009

**EXPERIENCE:**

*King Saud University,* Riyadh, Saudi Arabia. 2011 - Present

**Teaching Assistant,** Department of Mass Communication.

Assist professors by monitoring exams, lecturing and filing grades; direct the department’s Media Club, manage and coordinate the club’s visiting speakers; manage administrative work.

*Ministry of Higher Education,* Riyadh, Saudi Arabia. 2011

**Public Relations Organizer**

Managed the International Universities Showcase; responsible for the booths in the exhibition; acted as liaison to the representatives of the participating universities; ensured clear communications with the managers of the showcase; facilitated the participation of the attendees.

*King Saud University*, Riyadh, Saudi Arabia. 2009

**Manager and Organizer**

Communication Technology of Social Change.

Completed a practicum in the supervision and management of the relations between the sponsoring firm and the audience during the final year of undergraduate work.

*Saudi Society of Nephrology,* Riyadh, Saudi Arabia. 2009

**Registry Supervisor**

Registered, organized, and supervised participants in a campaign to support people with kidney diseases; raised awareness of nephrology; raised money for the Nephrology Society.

**VOLUNTEER EXPERIENCE:**

Lasell College, Newton, Massachusetts. 2014

**Volunteer Organizer for Communication Day**

Organized the registration process; responded to inquiries from students; expedited the attendance for the event’s sessions; Oversaw speed networking session; Collaborated with a team of volunteers.

**SCHOLARSHIP:**

King Saud University, sponsored scholarship to complete a master’s degree in the United States and, doctoral degree.

**LANGUAGES:**

Fluent in Arabic and English

**TECHNOLOGY**

Microsoft Office | Social Media (Facebook, Twitter, [YouTube](https://www.youtube.com/user/MJVlog1/videos), LinkedIn, [WordPress](https://maljeriwi.wordpress.com/))