

Shouq Altuaymi

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Address: Riyadh, Saudi Arabia

EDUCATION

Imam Mohammed Ibn Saud Islamic University, Riyadh, KSA

Bachelor's degree Journalism and New Media

June 2025

PROFESSIONAL SUMMARY

Motivated and creative Media and Communication graduate with a strong passion for content creation, digital storytelling, and strategic communication. Gained hands-on experience through roles in public sector communication and non-profit organizations, where responsibilities included supervising projects, coordinating awareness campaigns, and contributing to digital and social media strategies. Adept at content writing, campaign management, and social media engagement, with strong teamwork, organization, and communication skills. Driven to deliver compelling content and support organizational goals through innovative media solutions and effective collaboration.

EXPERIENCE

Prince Sultan bin Abdulaziz Charitable Association for Qur'an Memorization, Riyadh – Saudi Arabia

Administrative Supervisor

Dec 2022 – Sep 2025

Administrative Supervisor:

- Supervised and managed educational programs across more than seven regions, ensuring the smooth operation of classes and monitoring teachers' and students' performance.
- Led and maintained the electronic tracking system, resolving technical and administrative issues to enhance operational efficiency.
- Prepared regular reports and accurate statistics, including data on classes, teachers, and student enrollment.
- Acted as a liaison between senior management and field supervisors, facilitating communication, conveying directives, and addressing inquiries and feedback.
- Focused on improving work efficiency and organization to ensure seamless operations.

Ministry of Defense – Department of Communication and Public Relations, Riyadh – Saudi Arabia

Intern – Public Relations and Communication

Mar 2025 – Jun 2025

Intern – Public Relations and Communication:

- Assisted in designing and planning awareness campaigns, including the creation of official written content and visual materials.
- Contributed to organizing public events and communication initiatives, ensuring alignment with the department's objectives and messaging.
- Wrote and edited official media content to support public relations strategies and enhance audience engagement.
- Participated in planning and executing awareness activities, gaining practical experience in media, design, and public communication.
- Bridged the gap between academic knowledge and real-world application, establishing a strong foundation for a future career in media, design, and public relations.

CERTIFICATE

- Certificate of Appreciation from Prince Sultan bin Abdulaziz Charitable Association – Branch of the Association
- Professional certificate titled Media Specialist – Journalist
- Certificate of completion of a training program – Ministry of Defense

SKILLS

- Teamwork
- Preparing and drafting official media content
- Writing news content and creative writing
- Digital marketing for media content
- Preparing media and marketing campaigns
- Ability to organize and conduct regular follow-ups to ensure effective workflow
- Field and electronic follow-up
- Designing visual content such as greeting cards and internal publications
- Preparing specialized content for media platforms
- Managing websites and social media accounts
- Monitoring performance and coordinating tasks
- Comprehensive administrative supervision and team management
- Administrative communication and drafting official correspondences

COURSES

- Digital Skills in the Workplace
- Fundamentals of Management
- Marketing through Social Media Platforms
- Media Skills
- Preparing specialized content for media platforms
- English Conversation Skills

LANGUAGES

- Arabic (Native)
- English