

# SIREEN ALHALAWANI

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## SKILLS & TOOLS

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Stakeholder Engagement & Management | Report Writing & Editing | Proposal Development | Copywriting & Messaging | Project Coordination | Proofreading & Quality Control | Document Design  
Salesforce, Canva, CapCut, Google Workspace, MS Office, ChatGPT, Gemini  
Arabic (Native), English (C2), German (B1)

## WORK EXPERIENCE

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### Stewardship & Fundraising Communications Officer

*Queen Rania Foundation for Education and Development | Amman, Jordan*

07/2024 to 10/2025

- Authored and edited 25+ impact reports and 70+ strategic documents, turning programme data into clear narratives for funders and partners.
- Produced communications materials including reports, presentations, videos, and social posts in Canva, maintaining consistent messaging across all outputs.
- Managed a local portfolio of 25 corporate donors, coordinating stewardship communications and retaining 95% of existing donors.
- Coordinated and organised 15+ donor field visits, managing all logistics and communications to connect supporters directly with programme impact.

### Content Marketing Officer

*ProgressSoft Corporation for Financial Solutions | Amman, Jordan*

10/2023 to 07/2024

- Produced 160 PR and marketing assets in under a year across press releases, blogs, social, and event materials; built company credibility in global fintech market.
- Executed communications for 2 product launches and 6+ partnership announcements; optimized content for visibility across digital channels.
- Shaped messaging for product announcements and partnerships so they conveyed real business value.

### Translation Associate

*PwC Middle East | Amman, Jordan*

03/2022 to 09/2022

- Translated 10 to 20 corporate and legal documents weekly; maintained accuracy, cultural relevance, and brand voice across markets and sectors.
- Adapted business communications so messaging worked across different professional contexts without losing clarity or credibility.

## EDUCATION

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### Master's in Corporate Communication, Marketing and PR, Distinction

*University of Leeds | Leeds, United Kingdom*

09/2022 to 09/2023

### Bachelor's in Translation (Arabic, English, German), Excellent

*German Jordanian University | Amman, Jordan*

10/2017 to 03/2022