

REEM HAMED ALAMERI

PROFESSIONAL SUMMARY

A professional with background in administrative , social work and events, i possessing a diverse skill set that plays a key role in helping others and fostering growth and development. Committed to excellence in all endeavors, with a strong advocacy for making a positive impact through work and advocacy. Holds various certifications in social work, cybersecurity, and data analysis, enhancing the ability to tackle multiple challenges and deliver tangible results. Skilled in team coordination and data analysis to derive strategic insights that support effective decision-making.

Work history

Milagros Events - Freelancer - 11/2022 - 01/2025

- Event Planning & Coordination- Managing all event aspects from concept to execution, including logistics, budgeting, and vendor management.
- Marketing & Promotion - Overseeing campaigns and social media to maximize audience reach and engagement.
- Relationship Management - Building strong partnerships with vendors, sponsors, and stakeholders for seamless event execution.

Emirates Red Crescent - Social Worker Trainee - 01/2023 - 04/2023

- Responded calmly to manage crises and emergency situations.
- Evaluated and addressed individual client needs and concerns through targeted assessments.
- Maintained accurate, up-to-date and confidential files in line with reporting standards.
- Worked with community organisations to create access to resources and assistance to meet client varying needs.

Al Zayediya School - Social Worker Trainee - 09/2022 - 11/2022

- Trained and guided teachers on how to identify and support students.
- Monitored student attendance, documented truancy and submitted referrals per requirements.
- Provided group and individual counselling to address problems.
- Created intervention and treatment plans for students in need of assistance.

CERTIFICATION

- **Certified in Digital Literacy , IC3**, 2019
- **Certificate of Leadership Workshop in Volunteer Work** , 2020
- **Certificate in Creativity Strategy Workshop**, 2020
- **Certificate in Time Management Goal Workshop**, 2020
- **Certified in Innovation in Government** , EDRAAK Academy, 2023
- **Certified in Working Life Skills**, UAEU and JAHEZ , 2023
- **Certified Introduction to Data Analytics** , IBM , 2024
- **Certified Advanced Excel** , EDRAAK Academy, UAE, 2024

Abu Dhabi - United Arab Emirates

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Nationality: United Arab Emirates

Gender: Female

EDUCATION

06/2017

Alataa School

Abu Dhabi , United Arab Emirates

High School: 86%

05/2023

United Arab Emirates University

Abu Dhabi , United Arab Emirates

Bachelor of social work: 3.4%

Minor TV

08/2024

INTERNATIONAL ACADEMY FOR LEADERSHIP AND MANAGEMENT LTD
Cyber Security Diploma

SKILLS

- Data Analytics
- Microsoft Office expertise
- Report writing
- Record administration
- Continuous learning
- Strong communicator
- Confidential documentation and
- Record-keeping
- Teamwork and Collaboration
- Positive leadership
- Taking responsibility and work pressures
- Strategic thinking

LANGUAGES

English - Fluent

Arabic - Fluent

