NOUR TAREK

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SKILLS

- Communication, Copywriting & Editorial Writing
- Digital Content Creation & Social Media Management
- Public Relations & Campaign Coordination
- Research, Critical Thinking & Problem-Solving
- Photography, Videography & Video Editing
- Social Media Analytics & Performance Tracking
- Microsoft Office Suite (Word, Excel, PowerPoint)
- Canva & CapCut
- Teamwork, Time Management & Organization
- Attention to Detail, Adaptability & Professionalism

LANGUAGES

- Arabic (Native)
- English (Fluent)

EDUCATION

American University of Kuwait (AUK)
Bachelor of Arts in Mass Communications and Media
Minor: Business Marketing
GPA: 3.65
Graduated: 2026

High School Diploma
Kuwait American School
GPA: 3.5
Graduated 2022

PROFILE

Mass Communication and Media graduate with a minor in Business Marketing from the American University of Kuwait. Experienced in public relations, digital content creation, media monitoring, social media management, and video editing. Skilled in written communication, storytelling, and developing engaging content for diverse audiences. A creative, detail-oriented, and adaptable individual eager to contribute to communications, public relations, and marketing projects while continuing to grow professionally.

WORK EXPERIENCE

Voice Magazine
Editor-in Chief
September 2025 - August 2026

- Led editorial operations, overseeing content quality, article writing, editing, and issue planning.
- Managed social media strategy, Instagram, and email communications to strengthen branding and audience engagement.
- Coordinated multimedia content production, team collaboration, and editorial timelines.
- Planned, hosted, and represented VOICE Magazine at campus events and initiatives.
- Mentored contributors on editorial standards, content development, and writing.

Office of Public Relations and Marketing at the American University of Kuwait
Intern
September 2025 - January 2026

- Supported the planning and execution of PR and marketing campaigns, developing content aligned with campaign objectives.
- Conducted media monitoring and tracking across newspapers and media outlets.
- Wrote press releases and prepared PR packages for university initiatives, events, and announcements.
- Created LinkedIn content and contributed to on-camera media content to enhance institutional visibility.
- Interviewed professors, ambassadors, students, and faculty for university media.
- Assisted in event planning, promotion, and media coverage.

Office of Public Relations and Marketing at the American University of Kuwait
Student Office Assistant
January 2024, June 2026

- Conducted daily media monitoring across local and regional newspapers, tracking institutional coverage, brand mentions, and key announcements.
- Supported PR and marketing initiatives, content creation, and campaign execution.
- Assisted with internal and external communications to support institutional outreach and brand visibility.

College of Business and Economics
Student Office Assistant
October 2024- June 2025

- Provided administrative support to the Office of the Dean, assisting with scheduling, office coordination, and student services.
- Supported academic operations through exam marking, syllabus preparation, and course documentation.
- Assisted with student surveys, data analysis, and record management.
- Used Microsoft Excel for data entry, tracking, and basic reporting while maintaining confidentiality and professional communication.

Library of the American University of Kuwait
Student Library Assistant
September 2023, June 2024

- Supported daily library operations, front-desk services, and student inquiries.
- Assisted students in locating academic resources, reference materials, and physical and digital books through the library catalog.
- Provided printing, scanning, and document support for students and faculty.
- Assisted with cataloging and adding new books to the library system.