Mona S. Nimri

mona.nimri@gmail.com

)+962( 79 6 93 63 00

**EXPERIENCE**

**The Independent Election Commission (IEC)**

*Public Relations Specialist, August 2012 - Present*

* Organizing events including international conferences, Seminars, Trainings, Workshops and Meetings.
* Organized many conferences that included more than 150 participants for the Elections.
* In one months, I organized seminars in all 12 governorates in Jordan.
* Media Center team member on Parliamentary Elections day twice (2013/2016) and Municipality and Decentralization elections (2017) received VIP guests, prepared the media kit for the reporters, took care of all the logistics, coffee/ lunch breaks, communications with the head office.
* Handling all the issues related to the Board of Commissioners such as invitations to international/ local events, their agendas, travel arrangements, communicating with relevant embassies to ensure the success of the visits.
* Composing administrative correspondence such as memos, reports, agendas and presentations
* Preparing daily press clipping for the Board of Commissioners.
* Receiving guests and delegations of the Commission and providing them with the proper welcoming, briefing and requested information.
* Supporting other departments of the IEC such as Electoral Operations Directorate, when needed and providing support in composing correspondence, communications and operational support.
* Providing overall administrative support as a part of the team when needed.
* Special Events coordinating like reservations in hotels and restaurants.
* Coordinating with the local and international media for covering the Parliamentary Elections and Municipality and Decentralization as head of the team of issuing the badges for the media.
* Member of committee for preparing the detailed report of the elections and the yearly report.
* Founder of the Social Committee
* Member of committee of issuing the cards for the voters in the by-elections several times
* Represented IEC in Jerash Festival 2016/2017 for 10 days where the IEC had a specialized corner to receive inquiries and guests
* Represented IEC in the Third Jordan Media Festival 2016 for 3 days in a specialized area for the commission.
* Administration of the social media of the commission for more than 3 years
* Photographer when issues arise in some events
* Represented IEC in an international conference inTunis about “ Role of Independent Institutions in new Democracies”
* Member of the Branding team for IEC and the upcoming elections 2020/2021
* Responsible for all the touristic tours for the IEC guests

**Jordan Institute of Diplomacy (JID)**

*Public Relations Officer, December 2011 – August 2012*

* Responsible for managing all external communications and relations between JID and external partners including:
	+ Maintaining the communication and linkages with local and international media organizations and individuals regarding JID messages.
* Organized a number of high level events such as “ Senior Mission Leaders Program” with the UN. and the “International Humanitarian Law Program” with Harvard University and many other programs.
* Handled public relations aspects of JID activities.
* Managed and updated the JID website.
* Received guests and delegations and briefed them about the Institute
* Liaised with other similar organizations in the region and globally through regular correspondence, updates, mutual visits ..etc.

*Project Assistant, August 2011 – December 2011*

* Provide administrative and logistic support for the project office
* Assist with special projects and reports as needed
* Respond to issues and priorities as they arise
* Maintain follow-up system for actions and deadlines
* Compose administrative correspondence and drafts such as memos, Reports, agendas.

*HR & Administrative Officer, October 2009 – August 2011*

* Maintained HR files for staff members
* Assisted with employee communication
* Provided services to employees, such as file updates and reports.
* Managed the archiving system of HR files with utmost secrecy
* Managed efficient day-to-day operation of the HR office
* Managed both incoming and outgoing correspondence (Diwan)
* Assisted in establishing, maintaining, updating and operating management systems, including shared documents.
* Assisted in planning and organizing conferences, workshops and training courses in terms of logistics.

**Regional Centre on Conflict Prevention**

 *Administrative Assistant, March 2008 – October 2009*

* Provided all required assistance to the H.E. the Director.
* Conducted all office management
* Disseminated all knowledge developed by the Centre

**Prime Mega Store, Mecca Mall**

*Music and DVD section, November 200 – March 2008*

* Managed the website of the store, which required very frequent update.

**AC Nielsen, Jordan**

*Customized Research Field Supervisor, January 2007 – October 2007*

* Receiving completed work
* Assigning work to interviewers
* Editing and back checking completed work
* Prepare maps of localities to be worked
* Re-directing interviewers when issues arise

**Latin Educational Centre**

 *Teacher of French and English languages, January 2006 – October 2006*

* Teaching varying age ranges and abilities

 **Jordanian Interfaith Coexistence Research Centre**

 *Translator & Office Coordinator, April 2004 – March 2005*

* Provided Translation of documents in English, French and Arabic
* Provided prompt responses to correspondence, emails and phone calls
* Coordinated meetings and events.

**PROFESSIONAL COURSES**

* Protocol and Etiquette. 2011/ Jordan Institute of Diplomacy
* Administrative Control. 2011/ Audit Bureau
* Conferences and Meetings management. 2011/Jordan Institute of Diplomacy
* Administrative Reports Writing. 2011 Jordan Institute of Diplomacy.
* Strategic Planning. 2014 Bridge/ USAID
* Introduction to Election Management 2015 USAID / Bridge
* Leadership and Conflict Management for Electoral Stakeholders ,2018 TOT/ JETRI
* Introduction and Interpretation of the Standards ISO TS /17582:2014 /2018 JETRI
* Training course on Election Observation 2018 / JETRI

**Voluntary Work**

* Spokesperson and member of the core team for an initiative called MASAR ALKHAIR
* Spokesperson of Dead Sea Friends society

**EDUCATION**

**YARMOUK UNIVERSITY, IRBID**

 Bachelor’s Degree in Modern Languages

 (French) 1999-2003

**OTHER SKILLS**

*Hard Skills*

* Completely fluent in written and spoken English. Working knowledge of French.
* Completely fluent in all Microsoft tools.

*Soft Skills*

* Excellent communication and interpersonal skills, in both oral and written formats.
* Self-motivated with capacity to work alone as well as a member of a team.
* Able to work under pressure and dedicated to working the hours necessary to see the correct completion of tasks and assignments.
* Ability to organize workloads, set priorities and meet deadlines to achieve objectives
* Have an excellent relationship with the Media (written/visual/audio) and all the Public sector institution

\*\* JETRI / Jordan Electoral Training and Research Institute