



Ghalia Alsaheb

Ontario, Canada

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Academic Qualifications

University of Jordan

Bachelor of Business Administration

Sep 2008 - Jan 2013

Skills

Strong leadership

Communication

Problem-solving

Efficiency

Financial planning

Negotiation

Documentation management

Project management

Languages

Arabic (fluent native speaker)

English (fluent second language)

French (fair)

Leisure Interests

Blogging

Creator of Instagram blog

@season02_ which rates and discusses

TV shows, movies, podcasts, and books

Sports

Member of the football team at Amman

Academy

Sep 2004 - Jun 2008

Certifications

Darat Al Tasweer

Photography certificate

Jun 2008 - Aug 2008

Victor Hugo School in Paris

Intensive language course

July 2014

Experience

Watermelon Pictures

The Negotiation (Korean Feature Film) | **Location Coordinator**

Dec 2019 - July 2020

- Preparation of movement orders to enable crew members to travel quickly and safely.
- Assist LM to collate all information about the requirements of each department.
- Coordinate with government agencies to secure necessary permits.
- Responsible for writing and distributing contracts to local residents at shooting locations.
- Draw up the necessary plans and maps during pre-production and shoot.

Fluid Productions

Al Rawabi School for Girls (Netflix Original) | **Location Coordinator**

June 2019 - July 2019

- Preparation of movement orders to enable crew members to travel quickly and safely.
- Assist LM to collate all information about the requirements of each department.
- Coordinate with government agencies to secure necessary permits.
- Responsible for writing and distributing contracts to local residents at shooting locations.
- Draw up the necessary plans and maps during pre-production and shoot.

Amman Design Week

Amman Design Week 2017 & 2019 | **Events and Logistics Consultant**

Feb 2017 - May 2019

- Develop pre-event, event, and post-event agendas, schedules, and execution plans.
- Determine event logistical requirements such as drivers, workers, and technical assistance.
- Venue management, set-up, installation, and de-installation of all Amman Design Week events.
- Develop security, valet, and ushering plans.
- Coordinate with event management companies and ensure all requirements are met.
- Manage invitees lists and invitation distribution process and RSVP lists.
- Coordinate logistics and protocol for VIP guests.

Akhtaboot The Career Network

Three job fairs in 2016 | **Events Specialist**

Apr 2016 - Jan 2017

- Conduct the necessary site visits with participating companies and sponsors.
- Involvement in all marketing communication and coordinate with the design team to create attractive marketing material and supervise its production.
- Organize floor plans and supervise set-up, installation, and de-installation.
- Conduct surveys and post-event reporting.

Bidaya Corporate Communications

Events Executive

Mar 2014 - Mar 2016

- Develop creative event ideas and proposals upon clients' requests.
- Communicate and negotiate with vendors and third parties in order to prepare financial proposals and budgets for clients.
- Full on-ground management of events including gala dinners, conferences, and activations.

Arab Advisors Group

Business Development Office

Nov 2013 - Feb 2014

- Communicate with clients in order to deliver their requests with high proficiency.
- Targeting potential customers for the company's research and consulting products.
- Cultivating media relations to insure coverage of the company's new services.
- Overseeing the delivery of research reports and deliverables.