

ROUA KRIMI

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EDUCATION

UNIVERSITY OF TUNIS, Faculty of Humanities and Social Sciences Tunis, Tunisia
Master of English Literature, Language and Civilization Feb. 2013

UNIVERSITY OF TUNIS, Faculty of Humanities and Social Sciences Tunis, Tunisia
Bachelor of Arts in English Literature, Language and Civilization Jun. 2011

EXPERIENCE

AL MASDAR CENTER Tunis, Tunisia
Programs Manager Aug. 2015 – Present

- In charge of recruitment and training of teachers for our corporate training programs.
- In the process of implementing a communication strategy to attract new clients in Tunisia and abroad.
- Managing company's finances including; invoicing, tax payment management in collaboration with accountant and school Director.
- Managing the day to day operations of the center including; maintenance of supplies and facilities.

SELF EMPLOYED Tunis, Tunisia
Freelance Translator and Copywriter Mar. 2011 – Present

- Translating text, audio and video materials from French and Arabic into English. Clients include; Skye Fitzgerald (Oscar Nominated documentary maker), PhD students from King's College London, Yale University, Manchester University and London School of Economics and Political Science.
- Writing website contents in English for local and international startups and businesses.

BRITISH BROADCASTING CORPORATION (BBC) Tunis, Tunisia
Producer Nov. 2016 – Nov. 2017

- Established and managed successful social media segments and awareness-raising campaigns in collaboration with videographers and journalists and National Television Producers.
- Led the production of two television program pilots and four social media segments targeting youth in Tunisia as per the project's scope and benchmarks.
- Directed, produced and edited a successful bi-weekly social media segment.

BRITISH BROADCASTING CORPORATION (BBC) Tunis, Tunisia
Office Manager Feb. 2015 – Oct. 2016

- Managed the daily operations for BBC Media Action North Africa office to ensure its' smooth running.
- Handled communication with suppliers and service providers in accordance with the BBC's procurement guidelines.
- Oversaw the logistics of events, television program recording, accommodation and transportation.

MIDDLE EAST PARTNERSHIP INITIATIVE Tunis, Tunisia
Alumni Chapter Coordinator Oct. –Sep. 2014

- Produced timely quality narrative and budget reports for events and activities of the Middle East Partnership Initiative Alumni Chapter in Tunisia.
- Evaluated the overall program and individual events with surveys and a database of alumni outputs
- Organized regular alumni events and activities that focused on capacity building and volunteering opportunities.
- Identified co-sponsorship of events with MEPI-funded organizations, initiatives and individuals.
- Established and handled a database of alumni contacts, interests and activities.

NATIONAL COORDINATION FOR TRANSITIONAL JUSTICE Tunis, Tunisia
Administrative Assistant May. 2013 – Sep. 2013

- Oversaw the communication and coordination between the 17 member organizations of the coordination.
- Assisted in organizing seminars and events on Human Rights organized by the organization.

DISTINCTIONS

Languages: English (fluent); French (fluent); Arabic (fluent); German (Beginners); Russian (Basic)

Certificates: Social Sector Leadership Certificate (University of California, Berkeley, Haas School of Business, 2017)

Teach English Now: TESOL Certificate (Arizona State University, 2019)