

# NORA HASSAN



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## EDUCATION

### **Professional Degree in Management Techniques and Finance Engineering**

NATIONAL SCHOOL OF COMMERCE AND MANAGEMENT / ENCG

2016-2017

### **Diploma of Specialized Technician in Business Management**

INSTITUTE OF APPLIED TECHNOLOGY / ISTA

2014-2016

## WORK EXPERIENCE

### EXECUTIVE ASSISTANTE /REMOTELY

#### **FOXWAY AGENCY | JUNE-SEPTEMBRE 2023**

- Assist with email and phone communications, drafting emails and responding to inquiries
- Coordinate logistic and accommodation arrangements preparation for events, visits, travel and accommodation arrangements
- Organize meetings including scheduling, sending reminders, and meeting minutes records
- Perform offices duties and ordering supplies
- conduct research on the subjects requested by the manager, to gather information and to provide support to the team

### EVENT ASSISTANT AND RECEPTIONNISTE

#### **MOHAMMED VI POLYTECHNIC UNIVERSITY | 2020-2022**

#### Administrative support

- Manage the president's schedule.
- Organising the communication deparatement meetings and taking minutes.
- Distribute the agenda for the weekly meeting and update projects progress.
- Respond to student inquiries or information requests and provide initial guidance.
- Generate interest in prospective students and schedule in-person appointments with the admissionsofficer.
- Promote and highlight UM6P's various training programs.
- Manage office supplies for both Presidents.
- Handle the production of stationery and flags and the stock of goodies.
- Provide translation and transcription services for specific documents and videos as needed.

## Event Support

- Coordinate the organization of small and medium-sized events (visits, seminars, training sessions, meetings, ceremonies, staff parties).
- Participate in the organization of large-scale events (open days, Arbois Round Table, ATDA) and online events (scientific conferences), ensuring that all stages of the organization are well-executed in collaboration with the events team.
- Collaborate with accommodation, catering, DAG, audiovisual, and IT teams.
- Prepare the event venue and welcome participants for in-person events, and provide technical support for online events.
- Manage and organize on-site event preparations, including setup and layout.
- Generate and track quotations and orders, and research and select suppliers and vendors.
- Coordinate and manage logistical requirements for promotional activities (brochures, goodies).
- Maintain updated dashboards and records.
- Introduce new ideas and concepts, such as TedXUm6p.

## PROFESSIONAL CERTIFICATES

### AFRICA BUSINESS SCHOOL MARRAKECH

- Intrapreneurship
- Nonviolent Communication
- Business Etiquette and Protocol

## SKILLS

### Technical

- Microsoft Teams, Microsoft Office 365 Suite (Word, Excel, PowerPoint), SharePoint, Teams
- Canva
- Search Engine Optimization (SEO)
- E-commerce

### Languages:

- French: Fluent
- English: Fluent

## INTERESTS AND HOBBIES

- Travel
- Reading
- Music