

Dana Helmy

A hardworking professional that focuses on specializing my self-development and my career path.

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EXPERIENCE

Ain Shams University Career Center — Grants Specialist

January 2024 - Present

- Prepare and establish potential project activities and indicators to meet the organization's vision and the call for proposal;
- Define the periodical strategies and project approaches to enhance the organization's reach in the targeted communities;
- Write proposals and all corresponding documentation necessary for potential projects;
- Write technical reports that informed relevant parties on the implementation of existing projects;
- Gather the data necessary for reporting, including the meeting minutes with relevant parties;
- Conduct qualitative and quantitative market research on the proposal's target audience and target problem that requires the organization's contribution.

Geek Labs Holdings — Script Writer

September 2023 - December 2023

- Detailed history and financial performance of Fortune 500 Companies around the world;
- Script writing for original documentaries for the company YouTube channel;
- Edit and review script versions to fact check and reflect on the company message.

Retan Trading — Content Writer for Cover Letters on UpWork

January 2023 - July 2023

- Write cover letters and optimize resumes/profiles for ML Developers on UpWork;
- Research successful strategies for marketing ML Developers and attracting job opportunities through UpWork;
- Utilize LinkedIn Sales Navigator and other tools to gain traffic for ML Developers potential for job opportunities.

SKILLS

Qualitative Research -
Project Planning - ChatGPT
- Professional Reporting
(Quarterly and Annually) -
Project Coordination -
Content Writing - Yoast -
WordPress - Proposal
Writing - Press Releases -
Creative Content Creation -
Arabic to English
Translation (Verbal and
Written) - Script Writing -
MSC Office

LANGUAGES

English - Fluent: Duolingo
English Test Score of 160

Arabic - Professional

Korean - Basic (Currently
taking courses)

New Horizon Association for Social Development — Communications Officer/Consultant

September 2019 - December 2023

- Prepare and establish potential project activities and indicators to meet the organization's vision and the call for proposal;
- Define the periodical strategies and project approaches to enhance the organization's reach in the targeted communities;
- Write proposals and all corresponding documentation necessary for potential projects;
- Write quarterly/bi-annually/annually technical reports that informed relevant parties on the implementation of existing projects;
- Gather the data necessary for reporting, including the meeting minutes with relevant parties;
- Conduct field visit to the project location to determine the projects' progress and its milestones;
- Conduct qualitative and quantitative market research on the proposal's target audience and target problem that requires the organization's contribution;
- Translate Arabic-to-English reporting from project coordinators to meet the relevant framework.

Taaleem Management Services — Investor Relations Specialist

April 2023 - September 2023

- Conduct market research on competitors and the corresponding industry;
- Track share performance and shareholder structure of the stock price of the company on EGX;
- Write quarterly reports based on the financial year and the necessary documentation that follows (including press releases, earnings releases, BoD reports; investor presentation; etc.)
- Write and submit all relevant disclosures for quarterly reporting periods to relevant parties.

CommaNine — Content Creator

June 2022 - March 2023

- Responsible for market research on competing website content;
- Write content for website and product description;
- Gather data and guidance from clients on website content;
- Worked on a project basis to utilize the company's services with international clients and websites

Blue Modo Media — Senior Content Writer

June 2021 - May 2023

- Write website content on federal programs that assisted low-to-middle-income audiences in the United States;
- Conduct comprehensive research on topics and demonstrate key data

to target audience through website content;

- Review and edit team's progress and writing performance to ensure accuracy and alignment to the company's vision.

Vijua — Freelancer

December 2020 - February 2021

- Write educational articles for literature-centric, local website;
- Conduct comprehensive research on topics and demonstrate key data to target audience through website content.

55 Brokers — Financial Writer

August 2019 - September 2020

- Write financial guides for foreign exchange brokerage companies, in the form of web content;
- Conduct comprehensive research on topics and demonstrate key data to target audience through website content.

Profile Tree — Junior Writer

August 2018 - May 2019

- Write articles for digital marketing agency and its corresponding local website;
- Conduct comprehensive research on topics and demonstrate key data to target audience through website content.

EDUCATION

Future University in Egypt — BA in Political Science

September 2015 - June 2019

Bachelor of Arts in Political Science and Economics with a Minor in Political Mass Media; GPA: 3.78

Dar el Tarbiah American School — American Diploma

September 2011 - June 2015

American high school diploma with a GPA of 99.7 percent

PROJECTS

Creating Economic Opportunities for Women and Youth to Enhance Food Security Through Sustainable Agricultural Practices

The project aimed to improve employment opportunities in the agricultural sector among youth in New Valley that took place over the span of two years. My role in the project was the documentation of data and the creation of the proposal until the date of implementation, along with writing quarterly (activity and narrative) technical reports. Additionally, I was responsible for all

communication among the organization and relevant parties that were involved in the project's application.

Socio-Economic Empowerment Through Sustainable Development of Ecological Farming

The project focused on educating students in secondary, university, and postgraduate institutions to understand the importance of environment-friendly agricultural practices, along with the introduction of new agricultural products to local communities. My role in the project was the documentation of data and the creation of the proposal until the date of implementation, along with writing quarterly (activity and narrative) technical reports. Additionally, I was responsible for all communication among the organization and relevant parties that were involved in the project's application.

Employ Some To Feed Many (PII)

The project contributed to assist a local community that suffered from a lack of nutrition and a deficiency in employment that took place in three years. With the assistance of the local community, the project managed to reduce the migration rate from metropolitan cities to suburban areas of youth that migrated for employment options. My role in the project was the documentation of data and the creation of the proposal until the date of implementation, along with writing quarterly (activity and narrative) technical reports. Additionally, I was responsible for all communication among the organization and relevant parties that were involved in the project's application.

The Up Skill Program (2024 Edition)