



*Iraq , Duhok*

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# Mays Alabbasi

General material Engineer

## Education

MAY 2024

***Bachelor degree in material Engineering.***

***University of technology***

### Summary

Motivated and adaptable professional with diverse experience gained through multiple roles during and after university studies. Over the past few years, I have built a strong foundation in administration, marketing, and healthcare operations. I am now seeking a stable and growth-oriented position where I can apply my broad skill set, contribute to organizational success, and continue developing my professional capabilities in a long-term career path.

## Experience

Office Manager - Atlas Company.

Sep 2024 - Sep 2025

- Prepared official correspondence and maintained organized document archives.
- Assisted the Executive Director with project execution and stakeholder coordination.
- Planned and managed official conferences and events related to ongoing projects.
- Handled contracts, scheduling, and daily office operations.
- Maintained effective communication channels across departments.
- Completed a Professional Project Management (PMP) course and successfully applied learned principles by assisting the Executive Director in managing a key project from planning to execution.

Marketing Manager – Alarz Center

Mar 2025 - Sep 2025

- Developed and implemented digital marketing campaigns across social media platforms.
- Managed promotional budgets and marketing calendars.
- Created content scenarios and supervised filming, production, and editing.
- Selected suitable models, medical cases, and visual styles for campaigns.
- Monitored campaign analytics and optimized engagement and conversions.
- Built collaborations with influencers, media partners, and creative agencies.

## Clinic Manager – Dana Clinic

Aug 2023 - Aug 2024

- Directed daily operations, patient scheduling, and staff management.
- Supervised accounting activities and financial reporting.
- Hired and trained medical and administrative personnel.
- Established collaborations with laboratories and medical suppliers.
- Ensured compliance with healthcare standards and improved patient satisfaction

## Marketing Manager & Training Supervisor – Al-ajdal Company

Feb 2024 -Aug 2024

- Led digital marketing initiatives to promote online products and services.
- Designed and executed performance-based marketing strategies.
- Trained and guided the marketing team to achieve company targets.
- Conducted market analysis and optimized product visibility.
- Implemented CRM tools and customer retention strategies.

## Dental Assistant –Zarcon Clinic Center

Feb 2022 - Feb 2023

- Assisted the dentist in clinical procedures and patient care.
- Prepared dental instruments and maintained a sterile work environment.
- Managed patient scheduling and treatment documentation.
- Provided pre- and post-treatment instructions to patients.

## **Core Skills**

- Office Administration & Executive Assistance
- Project Management (PMP Principles & Application)
- Marketing Strategy & Digital Campaigns
- Financial & Budget Management
- Team Leadership & Staff Training
- Event Planning & Conference Organization
- Contract Management & Documentation
- Social Media & Content Strategy
- Client Relations & Communication
- Healthcare Operations & Staff Coordination
- Performance Tracking & Reporting
- Problem-Solving & Multitasking
- Strategic Planning & Creative Thinking

**Key Achievements:**

- Successfully managed multiple positions simultaneously with high performance and time management.
- Increased clinic efficiency and improved patient service quality.
- Boosted marketing engagement through innovative and data-driven content strategies.
- Organized high-profile conferences and achieved positive feedback from executives.
- Established structured workflows for marketing and communication within different organizations.
- Built and trained teams that contributed to measurable business growth.

**Certifications:**

- Graphic Design Certificate from CIS Institute.
- Digital Marketing Certificate from CIS Institute.
- English Language Certificate from CIS Institute.
- Project Management Professional Course PMP, 2025