

HAVAL HARDI LATIF

Project & Program Manager | Content & Communication Strategist | Community Engagement

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PROFESSIONAL SUMMARY

A dynamic and results-oriented professional with 4+ years of experience specializing in Project & Program Coordination, Content & Communications Strategy, and Community Engagement. Expert in leading initiatives from conception to evaluation, effectively mobilizing resources, and fostering high-performing teams (including 15+ volunteers). Proven ability to optimize operational efficiency through refined communication protocols, led to a 90% improvement in organizational efficiency and message clarity.

WORK EXPERIENCE

Project & Operations Coordination, Content & Volunteer lead

Royal foundation Halabja's office, Halabja, Shafi'i St.

Sept 2024 – Sept 2025

- Strategic Communications & Content Lead: Orchestrated end-to-end communication strategies and developed mission-driven narratives for human development programs.
- Volunteer Mobilization & Engagement: Crafted persuasive content and training materials to recruit, motivate, and mobilize high-performing volunteer teams.
- Multimedia Content & Digital Advocacy: Pioneered multimedia content strategies (copy & visuals) across digital platforms, significantly boosting audience engagement and mission amplification.
- Data-Driven Impact Measurement: Utilized data-driven insights and reporting to measure public engagement, inform content strategy, and optimize outreach efforts.

Office Admin

Rawa Driving Academy, Halabja, 106 Charmo St.

Jul 2021 – Sept 2024

- Managed internal communications, fostering cohesive work environments.
- Instituted content management systems for digital/print assets, ensuring accessibility.
- Refined communication protocols, increasing organizational efficiency by 90%.

Office Admin (Part-time)

Wara Print house, Halabja University, KRI

Sep 2023 – Feb 2024

- Designed and authored high-quality print/digital media for community initiatives.
- Increased customer engagement through persuasive copywriting and visual communication.

Salesperson

iQ Company, Rizgary Quarter 412, Building 64, Sulaymaniyah

Jul 2023 – Sep 2023

- Collaborated with product teams to ensure customers received the best possible experience.

Truck Driver and Team Leader (Part-time)

Bareaz Group of Companies, Goran City Project, Halabja

Sep 2020 – Jun 2021

- Led and motivated 4-staffs, significantly enhancing team focus, discipline, productivity, and morale.

EDUCATION

Diploma in Pharmacy (2 Years Diploma)

Technical Institute of Sulaymaniyah, (SPU), Iraq

Graduated: 2021

- Main subjects: Pharmacology, Pharmaceutical instrument, Physiology, Computer, Academic Debate, Ethics, Microbiology, Pharmacognosy, Organic-Analytical-and-Pharmaceutical Chemistry.

Scientific Baccalaureate (3.5 GPA)

Ahmad Mukhtar Jaff High School, Halabja Gov.

Graduated: 2019

- Main subjects: Mathematics, Biology, Chemistry, Physics, English, Arabic and Kurdish.

LANGUAGES

- Kurdish (Native): Fluent, with deep cultural nuance, suitable for professional and academic discourse.
- English (Proficient - C2/C1): Demonstrated ability to craft compelling content, conduct research, and communicate effectively in an international context.
 - *CEFR Levels*: Listening C2, Reading C2, Spoken Interaction C2, Spoken Production C1, Writing C1
- Persian (Independent - B2/B1): Capable of effective communication in diverse professional settings.
 - *CEFR Levels*: Listening B2, Reading B1, Spoken Interaction B2, Spoken Production B1, Writing B1
- Arabic (Upper-beginner)

KEY SKILLS

- **Communications & Content Creation**: Persuasive Copywriting, Academic & Research Writing, Narrative Crafting, Editorial Calendar Management, Public Relations, Press Release Drafting, Social Media Content Strategy, Print & Digital Materials Development.
- **Research & Analysis**: Audience & Personal Development, Stakeholder Mapping, Quantitative & Qualitative Research, Reporting, Competitive Analysis, Fact-Checking, Proofreading.
- **Project Management & Leadership**: End-to-End Project Management, Strategic Planning & Execution, Cross-Functional Collaboration, Team Leadership & Mentorship, Logistics & Operations Coordination, Event Management.
- **Technical & Software Proficiency**: Microsoft Office Suite (Word, Excel, PowerPoint), Data Management & Reporting Tools, Content Management Systems (CMS), Digital Analytics (e.g., Google Analytics), AI Writing Tools (e.g., Grammarly), Adobe Creative Suite (Visual Asset Creation).

COURSES AND PROFESSIONAL DEVELOPMENT

- Bright Future for Youth Vocational & Skills Development Program, Nwe Org & Dare Org), 2024.
- Climate Change, Local & International Facilitation, Iraqi Youth's High Committee, 2024.
- Foundations of Entrepreneurship, Orange Corners Org, 2024.
- Empowering Youth with AI, Halabja Disabled Organization (supported by IOM), 2024.
- Business and Marketing, Halabja University & Plans Powers Org (PPO), 2023.
- OBD (On-board Diagnostics), KRG MoLSA (in collaboration with Reach Org), 2023.

ACTIVITIES & ENGAGEMENTS

- Commission Election Observer, Shams Network, 2024.
- Islamic Relief Worldwide: Vocational Apprentice Program (2 months), 2024.
- Member of the Iraqi Youth's High Committee (Climate Change Camp), 2024.

AWARDS & RECOGNITION

- **Recognized with the "Respect Award"** from Halabja Youth Directorate for excellence in Supervisory Leadership and Graphic Design during International Youth Day, 2023.

PROJECTS

Kurdistan Health Summit (KHS) 2025 - Halabja Governorate

Role: Halabja Governorate Coordinator & Logistics Lead

- **Directed comprehensive coordination and logistical operations** for the Kurdistan Health Summit (KHS) 2025 within Halabja Governorate, an international gathering focused on pressing medical and public health challenges in Iraq.
- **Facilitated seamless execution of summit activities** by managing on-the-ground logistics, including venue preparedness, resource allocation, and ensuring smooth participant flow for a major international event.
- **Spearheaded the engagement and coordination of participating NGOs and community groups** within Halabja Governorate, ensuring diverse local representation and impactful contributions to the summit's objectives, including the organization of handmade and book exhibitions.
- **Managed critical operational logistics for summit amenities**, specifically overseeing the coordination of food services and cultural music sections to enhance the overall participant experience.
- **Acted as the primary liaison for local stakeholders** in Halabja, fostering strong collaborative relationships between health leaders, policymakers, innovators, and international participants to advance discussions on primary care, sustainable financing, climate and health, and public trust.
- **Managed the strategic deployment** of resources and personnel across the governorate to support the summit's objectives of driving reform, innovation, and equitable healthcare through regional and international collaboration.

Comprehensive Road Safety & Automotive Quality Initiative | KRI (May 2025 – Completed)

Role: Project Coordinator & Team Leader, Halabja Governorate

- **Spearheaded a transformative national initiative** to mitigate road traffic accidents in the Kurdistan Region of Iraq through a multi-faceted strategy of public awareness, community engagement, and strategic advocacy.
- **Directed comprehensive project management** for localized activities within Halabja Governorate, assuming full responsibility for strategic planning and operational execution.
- **Conceptualized and executed a high-impact public awareness campaign**, culminating in a large-scale Road Safety Rally that leveraged grassroots and high-level stakeholder engagement to galvanize public support and media attention.
- **Authored and delivered persuasive proposals** to secure buy-in and participation from a broad array of influential governmental bodies and NGOs, demonstrating advanced negotiation and strategic communication skills.
- **Independently mobilized and engaged over 19 distinct community groups and organizations**, crafting localized narratives that significantly exceeded public awareness objectives.
- **Managed all logistical and content production operations**, ensuring equitable distribution of branded communication materials (apparel, posters, brochures) to maintain consistent messaging and high visibility across the governorate.