

# Fatemeh Eghbalpour

IT Specialist, Social media manager

Master degree in computer software engineering



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## WORK EXPERIENCE

### IT specialist, Social media specialist, Graphic designer

Fars Business Training Center

04/2016 - 07/2020

Educational institution

Iran, Shiraz

#### Achievements/Tasks

- Installing new software and hardware components
- Planning, implementing, managing, monitoring, and upgrading the organization's website
- Designing posters, instagram posts and stories, website slider ,banners
- Publish digital marketing content online
- Support online classes in adobe connect and big blue button platform
- Research competitors' pricing and products
- Decide on appropriate placement of ads

### IT specialist, Digital marketing Specialist

South Industrial Management Institute

09/2020 - Present

Iran, Shiraz

#### Achievements/Tasks

- Setting up workstations with computers and necessary peripheral devices
- Troubleshoot Systems and Hardware
- Creating consistent, meaningful content on all social media platforms, including writing and editing social media posts, improving customer engagement, and promoting social media campaigns
- Design and edit video clips
- Preparing monthly reports on social media marketing efforts.
- Implement email marketing campaigns
- Communicating with social media followers, including responding to queries in a timely manner.
- Using analytical tools such as Google Analytics, Hootsuite, Instagram Insights to monitor and evaluate the company's social media presence and performance.
- Manage pay-per-click and search engine optimization campaigns
- Sms Marketing

## CERTIFICATES

Network

240 hours

Adobe AfterEffect&Premiere

70 hours

Wordpress

32 hours

## SKILLS

ICDL

Wordpress

Photoshop

Illustrator

Aftereffect

DigitalMarketing

Networking

Troubleshooting

Seo

Camtasia

Premiere

## VOLUNTEER EXPERIENCE

### Ferdows Marefat

Mobtakeran

Iran, Shiraz

#### Tasks/Achievements

- Networking
- Upgrade computer systems
- Educating coworkers about network security and best practices for computer usage.

## LANGUAGES

Persian

Native or Bilingual Proficiency

English

Full Professional Proficiency

## INTERESTS

Digitalmarketing

designing posters

content production

social media

computer troubleshooting