

LEIBA STUART-YOUNG

COMMUNICATIONS COORDINATOR & OFFICE SUPPORT

EXPERIENCE

Communications Coordinator & Office Support August 2022 – present
Institute of Eastern Christian Studies, Radboud University, The Netherlands

Corporate communication and marketing strategy development for the institute and platform. Production of the monthly newsletter. Update of the website and social media channels. Events consultation, organisation and promotion. Social media updates; Writing and translation of texts in English & Dutch. Assisting the Office Manager with administrative tasks where needed.

Project Manager Meeting Promotions October 2018 – July 2022
European Association of Urology, The Netherlands

Generating promotional plans and marketing strategy to promote activities of the association, including congresses, educational and internal events. Creating and monitoring the association's housestyle. Social media analysis and adjusting promotion plans accordingly. Working with graphic designers to create housestyles, iconic imagery and other creative & visual products. Liaising with photographers and video editors on projects. Video creation and editing. Networking and barter deals for cross promotion and marketing partnerships.

Management Assistant January 2016 – October 2018
European Association of Urology, The Netherlands

Assisting with travel and accommodation arrangements for speakers and staff of international educational events and congresses. Planning internal and external events. Taking minutes during meetings. Coordination of yearly Christmas packages for staff. General assistance at the secretariat and reception.

Secretary April 2013 – December 2015
Department of Orthodontics, Radboudumc, The Netherlands

Assisting the Head of the Department of Orthodontics with their agenda and correspondence. Planning and coordination of internal and external events, including the Teachers' Forum during the annual international Orthodontics congress. Coordinating business travel and accommodations. Administrative assistance with the orthodontics residency program: including preparation of final assessment and exams; assisting residents with updating portfolios and administrative procedures.

EDUCATION

**Bachelor of Arts in Communications, with Honours
Minor in French**

2007

Adelphi University, New York, U.S.A.

Dutch as a second language/ Nederlands als tweede taal- NT2 certificate

2010

Radboud University, Nijmegen, The Netherlands