



Negin Jarangi

Executive Manager

Summary

Event (Consultant, Planner, Manager), Executive, Public Relations Manager, Social Media Strategist, Art Director, Graphic Designer. With over 15 years of executive experience at the highest level, ready to work with corporations and groups organizing events as a consultant and planner and campaigns on social networks as a strategist and designer.

Contact Information

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Portfolio

<http://www.jarangi.ir>

🌐 [Click to View](#) (LinkedIn)
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📺 [Click to View](#) (Aparat)
📺 [Click to View](#) (Google+)
📘 [Click to View](#) (Facebook)
🐦 [Click to View](#) (Twitter)
📷 [Click to View](#) (Instagram)

Certificates

- ≡ Personal Assistant (LONDON Metropolitan University) 2009
- ≡ Presented to "The role of virtual technology park at sustainable development" congress 2009
- ≡ IEA/SoE Reporting for Tehran Workshop 2008
- ≡ Virtual Technology Park and eCity Development Workshop 2010
- ≡ Access (Jahad Daneshgahi) 2006
- ≡ Conceptual of Information Technology (Jahad Daneshgahi) 2004

Skills

Professional

Executive Management
Event Management
Event Planning
Team Leadership
Negotiation
Public Relations

Social Network

Strategist
Content Management

Personal

Art Director
Graphic Designer
Any CMS Admin
Adobe PS
MS Office

Education

Bachelor's degree of Graphic Design

Islamic Azad University
2001

Volunteer

Executive

Zeynab Kobra
Children

2005 – 2009

Executive

Charity Foundation For Special Diseases

Health fields, as a public and NGO entity, started its activities in May 1995 with the support of H.E. Hashemi Rafsanjani and Dr. Fatemeh Rafsanjani and other philanthropists.

2004 – 2007

- ≡ Corel Draw (Cheshme Sevvom) 2005
- ≡ Power Point (Jahad Daneshgahi) 2006
- ≡ Spreadsheet-Excel (Jahad Daneshgahi) 2005
- ≡ Photoshop (Cheshme Sevvom) 2002
- ≡ Internet (Jahad Daneshgahi) 2006
- ≡ Word processor (Jahad Daneshgahi) 2004
- ≡ Corel Draw (Soroush-e Elm) 2005
- ≡ Computer - File Management (Jahad Daneshgahi) 2004
- ≡ Photoshop (Soroush-e Elm) 2005
- ≡ Organization Knowledge Management (DOE) 2016
- ≡ Photo Impact (Soroush-e Elm) 2005
- ≡ Green Efficiency (DOE) 2016
- ≡ Environment From the perspective of sociology (DOE) 2016

Work Experience

Executive Assistant

2013 – Present

Department of environment

Follow-up the people requests from vice president (Head of DOE). IRAN's Department of Environment is a government agency, that its mission is oversees the matters relating to the protection of the environment. This organization is the subset of presidential and Masoumeh Ebtekar, the head of the organization.

Executive Manager

2007 – Present

Knowledge Age Company

Knowledge Age is a startup in the field of information technology.

Event Manager

2006 – Present

"The effects of war on the environment" Conference

The Conference has been held eleven times since Aban 1385 with presence ambassadors of foreign countries in Iran, International Experts and the last survivor of the Nagasaki.

Executive Manager

2006 – Present

Center For Peace and Environment

Executive Assistant

2006 – Present

Tarbiat Modares University

Executive Assistant of Dr. Masoumeh Ebtekar (Faculty member) In Research Projects.

Executive Manager

2005 – Present

Dr. Taghi Ebtekar Award

The award has been held twelve times since Esfand 1384 with presence Mohammad Khatami (The Former President of IRAN), Vandana Shiva (Environmental Activist), and Klaus Topfer (German Politician).

Executive Assistant

2007 – 2013

City Council of Tehran

Executive Assistant of Dr. Masoumeh Ebtekar at City Council of Tehran.

Event Assistant

Jun. 2012 – Sep. 2012

Poem Age of "The peace and nature"

Executive Manager

2010 – 2011

Simorgh Project

Simorgh Project is a CRM project for publishers.

Event Manager

Mar. 2011 – Jul. 2011

Simorgh Project Congress

Simorgh Project is a CRM project for publishers.

Event Manager

Apr. 2011 – Jun. 2011

Eva Workshop

Education for representatives of sale.

Executive Assistant

2006 – 2010

Farzaneh Journal

Acknowledgment

- ≡ Dr. Masoumeh Ebtekar
(Vice President and Member of City Council of Tehran)
- ≡ H.E. Qunli Han (UNESCO)
- ≡ Dr. Mojtabeh Shabestari (UN OCHA)
- ≡ Dr. Mohammad Mojabi (Tehran Municipality)
- ≡ Dr. Mahnaz Mazaheri (DOE)
- ≡ Ms. Lahooti (DOE)
- ≡ Dr. Saeed Motesadi (DOE)
- ≡ Mr. Hormoz Mahmoudi (DOE)
- ≡ Mr. Sadegh Ebadollahi (K.A. Ins.)
- ≡ Mr. Morteza Farid (DOE)

Photos



Event Manager

2009 – 2010

UNESCO

Virtual Technology Park Workshops Courses and eCity Development, coordination with knowledge age institute.

Coordinator and executive assistant

Apr. 2009 – Jun. 2009

Meeting environmental activists to prepare a requests from the President

Event Assistant

2007 – 2009

Bandar Imam Petrochemical Company

Global Environment Day Workshops, Coordination with Imam Harbor Petrochemical Complex (Asaluyeh, Mahshahr Harbor).

Event Manager

2008 – 2009

UNESCO

The Role of virtual technology park in civic sustain development congress, coordination with Tehran municipality and Knowledge age institute.

Event Assistant

May 2008 – Sep. 2008

Challenges facing Middle Eastern Muslim women in achieving sustainable peace and security Seminar

Event Assistant

Mar. 2008 – May 2008

Environmental Blogger Award

Event Assistant

Feb. 2008 – Apr. 2008

Tehran Municipality

Innovation, effort, employment Festival.

Event Assistant

Oct. 2007 – Dec. 2007

Persian Gulf and Oman Sea environment Seminar

Persian Gulf and Oman Sea environment, regional cooperation and achievements of the Convention on Kuwait Seminar.

Event Assistant

Jul. 2007 – Nov. 2007

"Peace and Human Rights" International Congress

With presence Kjell Magne Bondevik (The former prime minister of Norway).

Event Assistant

Feb. 2007 – Jul. 2007

"Environmental ethics and the rights of nature in Islam" Seminar

With presence Richard Foltz (Concordia University professor)

Event Assistant

Jan. 2007 – Apr. 2007

The culture of sustainable production and consumption in urban life National Congress

Event Manager

2006 – 2007

Tehran Municipality

Virtual Science and Technology Park Congress, Coordination with Knowledge Age Institute.

Event Assistant

Aug. 2006 – Nov. 2006

Caspian Sea Environment Workshop for Journalists

Quality Supervisor

Jun. 2004 – Aug. 2006

Aban Advertising Agency



Event Assistant

Mar. 2006 – Jun. 2006

Caspian Sea Environment Research Conference and Workshop

Caspian Sea Environment Research Conference and Workshop; Requirements of the Tehran Convention, Achievements and Challenges.

Executive Assistant

Apr. 2006

Welcome Ceremony For Hero of the Earth, "Masoumeh Ebtekar"

Public Relations Expert, Website Administrator 2005 – 2006

Department of Environment in I.R.IRAN

Event Assistant, Public Relations Expert, Website Administrator in Department of Environment in I.R.IRAN

Event Assistant

2005 – 2006

Kyoto Protocol, Clean Development Mechanism, Opportunities of the I.R.IRAN Congress

Executive Assistant

2003 – 2005

Department of Environment

Global Environment Day Congress.

Contracts Expert

2001 – 2005

Department of Environment

Graphic Designer

Mar. 2003 – May. 2004

Bina Advertising Agency

Professional Freelancer (Graphic Designer)

2000 – 2003

Freelance Web Developer / Designer

2017