

HANEEN KHANO

- Editorial & Project
-  Coordination | Refugee Support, Publishing, Events
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ABOUT ME

An editorial and project coordination professional with hands-on experience across the development sector, refugee casework, exhibition and event logistics, and print production. Background includes casework support at a refugee and migrant support centre, exhibition coordination at a London gallery, and editorial production for a print magazine, work requiring precision, discretion, and close coordination across teams and external stakeholders. Most recently sharpened my editing and stakeholder-coordination skills as a copywriter across three Berlin agencies, structuring complex material into clear, accurate, audience-ready documents under fast-turnaround deadlines. Fluent in English and French, with German currently in intensive study and conversational Levant Arabic.

LANGUAGES

- English
- French
- German
- Levant Arabic

SKILLS

- Project & event coordination
- Writing, editing & narrative structuring
- Casework & confidential record-keeping
- Microsoft Office Suite & Google Workspace
- AI tools (Claude, ChatGPT)

WORK EXPERIENCE

Copywriter

Jung von Matt Spree, Innocean, Ogilvy
10/2025 – 06/2026 | Berlin, Germany

- Agencies working across automotive, FMCG, and international brand sectors.
- Structured and edited copy across multiple simultaneous briefs, collaborating with art directors, strategists, and account teams from first draft to final presentation.
 - Compiled input from cross-functional teams into internal stakeholder presentations and client-facing proposal documents under fast-turnaround deadlines.
 - Developed complex briefs into clear, audience-ready narratives, including slide-based storytelling for client-facing decks.

Content and Events Assistant

li3ab Magazine
05/2024 – 09/2024 | London, UK

- Conducted and edited interviews for print, structuring individual pieces into a single coherent editorial theme across the issue.
- Coordinated the print production process end-to-end, from copy editing through to layout, ensuring consistency of tone and quality across contributors.
- Managed logistics and promotion for magazine launch events, liaising with venues and contributors throughout.

Assistant Curator

P21 Gallery
04/2024 – 06/2024 | London, UK

- Coordinated exhibition logistics including artwork selection, artist liaison, and installation scheduling.
- Managed incoming materials and correspondence across multiple concurrent projects.

Intern

The British Palestine Project
10/2023 – 05/2024 | London, UK

- Designed and delivered media literacy workshops independently for London secondary schools on behalf of a Palestinian human rights advocacy organisation, managing all scheduling, materials, stakeholder communications, and reporting end-to-end.

Events Team

Newington Green Alliance
01/2024 – 04/2024 | London, UK

- Planned and executed community events end-to-end, coordinating suppliers, venues, and promotion.
- Kept all stakeholders informed across every stage of event production.

Support Service Caseworker

Islington Centre for Refugees and Migrants
06/2023 – 03/2024 | London, UK

- Provided direct support to refugees and asylum seekers navigating complex administrative and immigration-related processes, including documentation, applications, and appointments, offering interpretation across English, French, and Levant Arabic and acting as a trusted point of contact throughout.

English Tutor

Advancity
03/2020 – 10/2022 | Brighton, UK

- Delivered structured online English lessons to international students and professionals, adapting teaching methods and pacing to suit individual learner needs and proficiency levels.

EDUCATION

Copywriting Portfolio

Miami Ad School, Berlin
2026 | Berlin, Germany
Key modules: Editorial Writing, Narrative Structure, Audience Strategy, Copywriting

BA International Development with Arabic (1st Class)

University of Sussex, Brighton
2022 | Brighton, UK
Key modules: Political and Postcolonial History, Macroeconomics of Trade and Globalisation, Environmental Development, Health and Development, Political Economy of Development

INTERESTS

- Writing; personal essays on Substack exploring identity, displacement, and belonging
- Trekking and climbing; some of my favourite places including Jordan & Nepal
- Reading; current favourites include Elif Batuman & Jay McInerney

International Baccalaureate

St. Clare's College, Oxford

2018 | Oxford, UK

Higher Level: English, Politics, History

Standard Level: French, Mathematics, Biology

★ COURSES & EXTRACURRICULARS

Intensive German language course

06/2026 – 08/2026 | Berlin

B1 Levant Arabic Language Course

Birzeit University, Ramallah

2023

Course in Environmental Policy and Justice

Oxford University

2019

Diploma in Digital Marketing

London School of Digital Marketing

2024

The British Arab Writers Group

London

05/2022 – Present