

Dana Almutairi

CO-OP training

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PROFILE

aspiring legal professional interested in legal knowledge, I seek to further my skills, knowledge and experience in the legal arena. Over the course of my studies, I have gained a solid legal foundation, along with a variety of tools and interests that I use to maximize my potential. Looking forward to utilize these skills and being part of a progressive organization.

EDUCATION

Jan 2021 – present **Bachelor's of Laws, King Saud University**
Riyadh, Saudi Arabia GPA: 4.75/5 | With First Class Honors.

PROFESSIONAL EXPERIENCE

Jun 2024 – Jul 2024 **Legal intern, Noair Aldossary's office**
Riyadh Assisted in drafting legal documents, conducting research, and analyzing case files. Gained experience in reviewing legal materials and observing courtroom proceedings.

SKILLS

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| Leadership and Teamwork | Proficiency in Microsoft office programs |
| The ability to learn quickly | Negotiations |
| Problem-solving and Attention to Detail | Legal Research |
| Verbal and written communication | Legal Writing |

CERTIFICATES

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| Standard Test of English proficiency (STEP) Riyadh, Saudi Arabia, Sep 2024 | Legal program (academic guidance unit) 2024 June - 2024 July |
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COURSES

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| Oct 2024 – Dec 2024 | McKinsey's Forward Program, MicKinsey & Company |
| Oct 2024 – Oct 2024 | Governance, Risk Management, Compliance, Banyan Academy |

Riyadh, Saudi Arabia

VOLUNTEERING

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| Jul 2024 – present | Member of justice club, Logistics Support Committee |
| Jan 2024 – Jun 2024 | Member of politikal Sphere club, Projects Committee |
| Feb 2023 – Jun 2024 | Member of Political Science club, Human Resources |

LANGUAGES

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| • Arabic | • English (STEP: 92%) |
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