

LAMYA ALSHUAIBI

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PROFESSIONAL SUMMARY

I aspire to achieve a distinguished career in the legal field by cooperative training in an environment that fosters creativity and continuous development. I aim to contribute to the organization's goals by utilizing my legal expertise and enhancing my skills to achieve mutual excellence and success.

EDUCATION

Bachelor's Degree in Law, Princess Nourah Bint Abdulrahman University (2021 - current).

GPA: 4.96

TRAINING COURSES

- Effective Negotiation Keys.
- Microsoft office Programs (Pearson MyLap IT).
- Drafting Legal Memos.
- Leadership Skills.
- Tasks and Responsibilities of the Control and Anti-Corruption Authority.
- Legal Memo and Drafting Skills.
- Spreadsheets Program Microsoft Excel.

EXPERIENCES

- Law College Club at Princess Nourah University.
- Volunteered at Ehtwaa Institution.

SKILLS

○ Administrative Skills:

- Writing and responding to correspondence.
- Proficiency in Microsoft Office programs.

○ Legal Skills:

- Drafting and reviewing contracts.
- Legal research skills.
- Writing legal briefs.
- Proficiency in the "Najiz" and "Maeen" platforms.
- Mastering legal terminology.
- Oral pleading skills.

LANGUAGES

- Arabic: Native.
- English: Proficiency.