

Norah Alsubaie

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Summary

Dedicated Project Management student with a strong academic foundation in Management Science, aiming to leverage analytical and problem-solving skills in a Cooperative Training role within a high-caliber organization. Committed to applying project management principles to support successful project initiatives, enhance practical experience, and drive impactful results.

Skills

Problem Solving | Project Planning & Scheduling | Attention to Details | Proficient in Microsoft Office Suite | Communication & Teamwork skills | Negotiation Skills | Tableau software

Extracurricular Activities

Vision 2030 club, Princess Nourah University

Member, Activities Committee

- Contributed to the planning and execution of events aligned with the Vision 2030 goals.
- Played a key role in ensuring smooth event execution, adhering to timelines, and problem-solving during events.
- Worked collaboratively with cross-functional teams to facilitate communication and ensure event logistics ran smoothly.

English Enrichment club, Princess Nourah University

Member, Administrative Committee

- Managed administrative tasks, including tracking and recording volunteer hours for members using Excel.
- Maintaining member data, ensuring accuracy and efficiency.
- Exported and distributing participation certificates to club members based on volunteer hours.

Education

Bachelor of Science in Management, Project Management Track

Princess Nourah University, Faculty of Business Administration

Expected Graduation: June 2025 | GPA: 4.63

Certification& Professional Development

- Person Certified For completing of Pearson MyLab IT for Microsoft office Modules Word, Excel and PowerPoint 2016.
- Misk Career Essentials Program Certified For completing Project planning course 2024.
- Coursera Certified For completing Risk Management Course 2024.
- SkillUp EdTech Certified For successful completion of Power BI Data Analyst Prep course 2024.

Languages

Arabic / Native

English / Proficient