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# REEM ALHANAYA

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## PROFESSIONAL SUMMARY

A motivated and enthusiastic senior student seeking a coop training opportunity to apply and enhance my skills in Business Administration. I am highly motivated to learn and make a valuable contribution to the organization while gaining practical experience in a professional environment.

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## EDUCATION

**Bachelor** in Business Administration - Imam Mohammad Ibn Saud Islamic University (Expected graduation, 2025)

**GPA** 4.75

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## ACTIVITIES

### Business Administration Club

03/2024 – Current

- Successfully served as a key member of the Business Administration Club, actively contributing to the club's initiatives and events.
- Collaborated with the team to organize and execute various club activities, including events and workshops contents and social media posts designs.
- Actively participated in club meetings, contributing ideas and suggestions to enhance the club's offerings and member engagement.
- Managing the club's social media posts designs, including creating engaging content, and brainstorm creative ideas.
- Developed and maintained positive relationships with club members, fostering a supportive and inclusive community for business administration students.

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## SKILLS

- Ability to work collaboratively in a team environment.
- Leadership by effectively leading project teams during group projects
- Strong organizational and time management skills.
- Presentations Skills using Canva and PowerPoint

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## CERTIFICATIONS

- ✓ McKinsey Froward Program - 3 months (McKinsey Academy)
- ✓ Microsoft Excel - 6 hours (Doroob)