


Yasmeen Bin AlShaikh

English Language and Literature Senior Student

 Riyadh

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PROFILE

I am an ambitious and self-motivated professional with a strong sense of responsibility and a hardworking attitude. As an excellent team player, I am adaptable to challenging situations and thrive under pressure. With proficiency in both English and Arabic, I excel in speaking, writing, and translation, ensuring effective communication in diverse settings.

SKILLS

Technical Skills

- . Proficient in Microsoft Office Suite (Word, Excel, PowerPoint).
- . Skilled in translation.
- . Familiar with AI tools and applications in translation.

Soft Skills

- . Strong communication and interpersonal abilities
- . Effective team collaboration and leadership
- . Excellent time management and organizational skills
- . Adaptive

Additional Skills

- . Public relations and event coordination
- . Experience in HR management and strategic planning

LANGUAGES

Arabic: Mother Tongue
English: Second Language

EDUCATION

Bachelor's degree in English Language and Literature

Al-Imam Mohammed Ibn Saud Islamic University, Riyadh

GPA: 4.96 out of 5

Aug 2021 – May 2025

ACTIVITIES

Deputy Chairperson of Sport Club

Al-Imam Mohammed Ibn Saud Islamic University | 2024

Assigned to:

Oversee and assist in managing club operations and strategic decision-making for three months.

HR Team Leader of Sport Club

Al-Imam Mohammed Ibn Saud Islamic University | 2023-2024

Assigned to:

- Prepare the club application form for new joiners using Google Forms.
- Interviewing candidate members of the team.
- Coordinating the onboarding of new team members.
- Timekeeping of each member volunteering hours.
- Maintaining team members documents.

Public Relation Member of The Translator Club

College of Languages and Traditions. | 2023

Assigned to organize events, build connections, and promote club initiatives effectively.

WORKSHOPS

Translation Project Management: Between Indicators and Goals. Translation Forum | LPT Commission. Nov (2023).

Tourism Translation Technique. Translation Forum | LPT Commission. Nov (2023).

AI Applications in Translation. Translation Forum | LPT Commission. Nov (2023).