


# AMAL ALMUSAIBEEH

## CONTACT ME AT

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## OBJECTIVE

An energetic and fresh graduate seeking a challenging yet rewarding job position in a progressive company that will provide an opportunity to utilize my excellent presentation, communication and management skills. A fast learner who will work hard to bring value to your company.

## EDUCATIONAL HISTORY

### Al-Imam Mohammad Ibn Saud Islamic University Graduate

BSc in English Language Translation and Literature (double major) | 2016 - 2020

- Second Class Honors.

## WORK EXPERIENCE

### Entrepreneur

- Co-founded Sign Design and designed all of their collections

### Mio Caffè

- Designed the coffee shop's logo along with their online advertisement posts

### L'Venir

- Create and designed the company's portfolio

### ECPF

- Translated presentation for the company's current and future projects

## COURSES

- Information Security
- Project Risk Management
- Customer Service and Trade Mark
- Writing Media Reports and Press

## LANGUAGES

- Fluent English with excellent verbal and written skills.
- Fluent Arabic with excellent verbal and written skills.

## SKILLS

### Multitasking

The capacity to work under pressure and meet strict deadlines with a high performance and productivity.

### Communication and analytical skills

Excellent Interpersonal skills. During my internship I've got the chance to experience giving presentations to high level managers

### Technical Skills

Microsoft Office (Excel, PowerPoint, Word)  
Adobe Photoshop  
Adobe Illustrator

## UNIVERSITY PROJECTS

### Diabetes Caring for Children and Adolescents

- Translated an advanced medical book that discusses different aspects of diabetes for Children and Adolescents as a part of my graduation project

### Trainee as a English Teacher

- Managed and coordinated a whole class room along with planning events that contribute to the students learning curve